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BUSINESS EDUCATION CURRICULUM IMPLICATIONS OF THE EFFECTS OF TECHNOLOGY ON THE TYPES OF OFFICE MACHINES USED BY SELECTED CONNECTICUT BUSINESSES.

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WITH THE ULTIMATE OBJECTIVE OF UPGRADING VOCATIONAL PROGRAMS OF OFFICE EDUCATION, A STUDY WAS MADE TO DETERMINE THE TYPES OF OFFICE MACHINES USED IN SELECTED BUSINESSES OF CONNECTICUT, THE NUMBER OF EMPLOYEES USING THEM, AND THE BUSINESS EDUCATION CURRICULUM IMPLICATIONS OF THE INCREASING OR DECREASING USE OF ANY TYPE OF OFFICE MACHINES. QUESTIONNAIRE RESPONSES WERE OBTAINED FROM 3,168 CONNECTICUT BUSINESSES, REPRESENTING 59 DIFFERENT TYPES LOCATED IN THE 17 LABOR MARKET AREAS, AND FROM 124 HIGH SCHOOLS, REPRESENTING 95 PERCENT OF THE 131 CONNECTICUT PUBLIC HIGH SCHOOLS OFFERING INSTRUCTION ON THE USE OF OFFICE MACHINES. FINDINGS FROM THE SURVEY OF BUSINESSES SHOWED--(1) AN ALMOST 2 TO 1 USE OF THE 10-KEY ADDING MACHINE OVER THE FULL-KEY BOARD, (2) WIDESPREAD USE OF THE ROTARY AND PRINTING CALCULATOR, (3) USE OF BOOKKEEPING AND ACCOUNTING MACHINES BY ALMOST 24.5 PERCENT OF THE BUSINESSES, (4) USE OF THE OFFSET TYPE OF DUPLICATOR BY 35 PERCENT OF THE 1,434 BUSINESSES WHICH USED A TYPE OF OFFICE DUPLICATOR, (5) A DECREASED USE OF THE KEY-DRIVEN CALCULATORS, AND (6) MANY FULL-TIME JOB OPPORTUNITIES FOR CARD PUNCH, VERIFIER, AND TRANSCRIBING MACHINE OPERATORS. BUSINESS EDUCATION CURRICULUM IMPLICATIONS INCLUDED--(1) THE NECESSITY TO PROVIDE ADEQUATE INSTRUCTION IN USING THE 10-KEY LISTING MACHINE, CARD PUNCH MACHINE, OFFSET PROCESS OF COPY REPRODUCTION, AND PRINTING CALCULATOR, AND (2) THE NEED FOR INCREASED TRAINING IN MACHINE TRANSCRIBING ACTIVITIES. (PS)

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April, 1967

Connecticut State Department of Education
Division of Vocational Education
Hartford, Connecticut

in cooperation with

U. S. Department of Health, Education, and Welfare

Office of Education

Bureau of Research

VT 02341

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BUSINESS EDUCATION CURRICULUM IMPLICATIONS OF THE EFFECTS OF TECHNOLOGY ON THE TYPES OF OFFICE MACHINES USED BY SELECTED CONNECTICUT BUSINESSES

A subcontract of

Contract No. OE-5-85-121

Dr. Cletus A. Clow

April, 1967

The research reported herein was pursuant to a contract with the Office of Education, U. S. Department of Health, Education, and Welfare in cooperation with Connecticut State Department of Education, Division of Vocational Education. Contractors undertaking such projects under government sponsorship are encouraged to freely express their professional judgment in the conduct of the project. Points of view or opinions stated do not, therefore, necessarily represent official Office of Education position or policy.

CENTRAL CONNECTICUT STATE COLLEGE

NEW BRITAIN, CONNECTICUT

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INTRODUCTION

Under the Vocational Education Act of 1963, provision was made for upgrading the vocational programs of office education. Until this Federal aid became available, many schools were unable, because of limited funds for vocational education, to expand their program in the office occupations. Under the provisions of the Connecticut State Plan for Vocational Education, a substantial portion of the monies provided by the Vocational Education Act of 1963 will be requested by local school authorities for the purchase of office machines for instructional purposes at the high school level.

At the present time very little, if any, information is available to the educator relative to the types of office machines being used by the businesses of Connecticut. A survey of the literature revealed that no research report or professional literature provided this type of information.

STATEMENT OF THE PROBLEM

The purpose of this study was to ascertain the types of office machines used in selected businesses of Connecticut, the number of employees using this equipment, and the business education curriculum implications of the increasing or decreasing use of any type or types of office machine. More specifically the purposes of this study were:

1. To determine the types of office machines used in select businesses throughout the State of Connecticut.

2. To determine the types of office machines used for instructional purposes in the Business Education Departments of the public high schools of Connecticut.

3. To determine if the use of certain types of office machines in business offices is diminishing or becoming obsolete.

4. To determine if a trend toward the increased use of any type or types of office machine is apparent in the businesses of Connecticut.

5. To provide a source of information for local school systems use when making decisions as to the type of office machine to be purchased for instructional use.

6. To provide a source of information for Connecticut State Education Department officials who evaluate the request from local school systems for funds provided by the provisions of the Vocational Education Act.

7. To provide data which may be used as the basis for high school business education curriculum revision.

8. To gather data which would provide essential background information for possible future studies relative to the vocational competency attained by high school students who have received instruction on the use of office machines.

RESEARCH PROCEDURE

Development of the Instruments. Questionnaires were prepared to obtain data from a sample of Connecticut businesses and the public high schools of Connecticut with business education departments using office machines for instructional purposes.

Representatives from twenty different types of businesses, located in six different labor market areas were asked by the principal investigator to evaluate the questionnaire designed for collecting data from Connecticut businesses. This pilot group was comprised of businesses ranging in size from a small two-employee office to a major employer of office personnel. The pilot group's consensus was that the questionnaire was satisfactory and would be favorably received. This questionnaire is in Appendix A.

Selection of Sample. The 1966 Directory of Connecticut Manufacturing and Mechanical Establishments published by the Connecticut Labor Department was used to obtain twenty-four different types of businesses located within the seventeen labor market areas of Connecticut. From this Directory a sample was selected which consisted of every business employing more than fifty people and a system of random numbers was used to select 30 per cent of those businesses, located in each of the seventeen labor market areas, employing fewer than fifty people.

The yellow pages of every Connecticut telephone directory were used as a source to obtain twenty-five additional types of businesses located within the seventeen labor market areas of Connecticut. A system of random numbers was used to select a sample consisting of 30 per cent of each of the twenty-five additional types of businesses located in each of the seventeen labor market areas.

A total of 5232 Connecticut businesses, representing 59 different types of businesses located in the 17 labor market areas of Connecticut, were selected as the sample for this investigation. A master file of this total sample was compiled with each business coded as to type and labor market area.

The 1965-1966 Directory of Connecticut Business Education Teacher Personnel issued by the Connecticut State Department of Education was used to determine the high schools offering instruction on the use of office machines. A file was compiled of the 131 Connecticut public high schools offering instruction on the use of office machines. Each of these schools was classified as to labor market area. The questionnaire used to gather data from this sample is presented in Appendix B.

Collection of Data. Useable data was returned from 2189 businesses in the Connecticut business sample in response to the first mailing of the questionnaire. These 2189 returns represented 42 per cent of the businesses in the sample. A follow-up was made of the remainder of the sample which didn't return completed questionnaires. Nine hundred seventy nine returns were made in response to the follow-up. A total of 3168 useable responses were obtained. The 3168 responses represented 61 per cent of the 5232 businesses in the sample.

One hundred two useable responses were returned from the public high schools of Connecticut as a result of the first mailing of the questionnaire. These 102 returns represented 78 per cent of the public high schools using office machines for instructional purposes. Twenty-two additional responses were obtained from the remainder of this sample in response to a follow-up request. for data. A total of 124 useable responses were obtained. The 124 responses represented 95 per cent of the 131 public high schools in the sample.

MAJOR FINDINGS

Office Machines currently used by Connecticut Businesses. The data with regard to the types of office machines used by the office personnel of selected Connecticut businesses are presented in Table I, page 4.

A study of this data reveals:

1. An almost 2 to 1 use of the ten-key adding machine over the full-key board adding machine.

2. The wide-spread use of the rotary and printing calculator.

3. Seven hundred seventy nine (24.5 per cent of the respondees) businesses use bookkeeping and accounting machines in their offices.

4. Of the 1434 businesses who use a type of office duplicator, 503 (35 per cent) use the offset type of office duplicator.

5. Many full-time job opportunities are available for card punch machine and verifier machine operators.

6. Many full- and part-time job opportunities exist for transcribing machine operators.

A complete breakdown of the use of office machines by each of the 59 different types of businesses in the 17 labor market areas of Connecticut is presented in Appendix C.

The number of employees using these office machines on a full- or part-time basis is reported by type of office machine and labor market area in Appendix D.

The number of employees using office machines in each of the 59 different types of business in the sample is presented in Appendix E.

Contemplated changes in types of office machines now in use in businesses comprising this sample. An analysis of the data gathered reveals the following contemplated changes in the types of office machines now in use in the Connecticut businesses comprising the sample for this study:

1. Bookkeeping and Accounting Machines. Eleven (forty-four full- and part-time machine operators) of the seven hundred seventy nine businesses using bookkeeping and accounting machines contemplate the discontinued use of these machines and the utilization of the services of a data processing service bureau. However, it is important to note that the great majority of businesses using bookkeeping and accounting machines indicated no contemplated discontinuance of their use at the present time.

2. Unit Record Installations--Accounting Machines. Fifteen (fifty full- and part-time accounting machine operators) of the one hundred fifty four firms using accounting machines as a part of unit record installations contemplate replacing these machines by either the installation of a computer or the utilization of the services of a data processing service bureau. This change is contemplated by approximately 9 per cent of the firms using this type of unit record equipment.

TABLE I

OFFICE MACHINES USED BY CONNECTICUT BUSINESSES
AND THE NUMBER OF FULL-TIME AND PART-TIME
OPERATORS OF THESE OFFICE MACHINES

Type of Machine	Number of Businesses Using	Machine Operators Full-time	Part-time
Adding Machines			
Full key	1257	594	6743
Ten key	2442	1107	10306
Calculators			
Rotary	589	1918	4876
Key driven	338	329	893
Printing	537	616	2209
Electronic	197	139	509
Bookkeeping and Accounting Machines			
Bookkeeping	428	633	411
Accounting	351	488	395
Office Duplicators			
Spirit	561	23	2336
Stencil	370	19	1100
Offset	503	439	754
Unit Record Equipment			
Card Punch	291	1624	436
Sorter	242	47	799
Reproducer	205	69	577
Verifier	166	538	235
Accounting Machine	154	196	461
Calculating Punch	66	28	215
Collators	183	51	505
Computers			
Small	71	274	141
Medium	34	164	110
Large	9	150	57
Miscellaneous			
Transcribing Machines	550	2229	2012
Proportional Space Typewriters	580	1223	919
Punched Tape Machines	165	272	225

3. Key-Driven Calculators. Thirty-four (10 per cent) of the three hundred thirty eight firms using key-driven calculators indicated the contemplated discontinuance of their use. This change would affect 775, or 64.5 per cent, of the total of 1200 full-time and part-time key-driven calculator operators. The printing calculator was designated as the replacement for the key-driven calculator.

4. Rotary Calculators. A total of 85 firms, or 15 per cent of the 589 firms using rotary calculators, contemplate the discontinuance of the use of this type of office machine. This would involve approximately 700 full-time and part-time rotary calculator operators. The printing calculator was indicated as the type of office machine to replace the rotary calculator.

5. Office Duplicators--Offset Process Printing. A total of 66 firms, or 7 per cent of the 931 firms using office duplicators, contemplate changing from the stencil process or spirit process to the use of on-premise offset process duplication. This contemplated change affects 510 part-time stencil process and spirit process duplicating machine operators.

Business machines used for instructional purposes in Connecticut public high schools. A study of the data in Table II, page 6, reveals:

1. The number of key-driven calculators used for instructional purposes is almost 2 1/2 times as large as the number of printing calculators used for instructional purposes.

2. Very few accounting machines are available for instructional use.

3. Very few business education departments of Connecticut public high schools have offset equipment available for instructional use.

4. Instruction on the use of unit record equipment is offered in a limited number of high schools.

5. No "hands-on" computer training is offered in any Connecticut public high school.

6. The number of rotary calculators used for instructional purposes is twice as large as the number of printing calculators used for instructional purposes.

The number of office machines available for instructional use in Connecticut public high schools is presented in Appendix F.

TABLE II

OFFICE MACHINES USED FOR INSTRUCTIONAL
PURPOSES IN CONNECTICUT'S PUBLIC HIGH SCHOOLS

Type of machine	Number available	
Adding Machines		
Full key	262	
Ten key	441	
Calculators		
Rotary	380	
Key driven	436	
Printing	180	
Electronic	19	
Bookkeeping and Accounting Machines		
Bookkeeping	80	
Accounting	5	
Office Duplicators		
Spirit	159	
Stencil	127	
Offset	5	
Unit Record Equipment		
Card Punch	33	(8*)
Sorter	14	(7*)
Reproducer	2	(2*)
Verifier	1	(1*)
Accounting Machine	8	(5*)
Calculating Punch	0	
Collators	0	(2*)
Computers		
Small	0	
Medium	0	
Large	0	
Miscellaneous		
Transcribing Machines	422	
Proportional Space Typewriters	85	
Punched Tape Machines	1	

*These machines are located in administrative offices--limited availability for instructional purposes.

SUMMARY

The purpose of this study was to ascertain the types of office machines used in selected businesses of Connecticut, the number of employees using this equipment, and the business education curriculum implications of the increasing or decreasing use of any type or types of office machine.

A total of 5232 Connecticut businesses, representing 59 different types of businesses located in the 17 labor market area of Connecticut, were selected as the sample for this investigation. A total of 3168 useable responses were obtained. The 3168 responses represented 61 per cent of the 5232 businesses in the sample.

One hundred thirty one public high schools in Connecticut were contacted. These high schools offered instruction on the use of office machines. A total of 124 useable responses were obtained. The 124 responses represented 95 per cent of 131 public high schools in the sample.

The data gathered as to the types of office machines used by Connecticut business firms indicated:

1. An almost 2 to 1 use of the ten-key adding machine over the full-key board adding machine.

2. The wide-spread use of the rotary and printing calculator.

3. Seven hundred seventy nine (24.5 per cent of the respondees) businesses use bookkeeping and accounting machines in their offices.

4. Of the 1434 businesses who use a type of office duplicator, 503 (35 per cent) use the offset type of office duplicator.

5. Many full-time job opportunities are available for card punch machine and verifier machine operators.

6. Many full- and part-time job opportunities exist for transcribing machine operators.

The most significant trends relative to the future use of certain types of office machines were:

1. The continued growth of the use of the printing calculator.

2. The increased use of on-premise offset duplication.

3. The great majority of firms using bookkeeping and accounting machines indicated no discontinuance of their use at the present time.

4. The decreased use of key-driven calculators in the businesses comprising the sample of this investigation.

5. The increasing use of the ten-key type of keyboard.

RECOMMENDATIONS

The high school business education curriculum implications of this study, with consideration accorded to the local labor market area needs, are:

1. The necessity to provide adequate instruction using the ten-key listing machine which is preferred by business 2 to 1 over the full-keyboard type.

2. Since the need for key-driven calculator operators is decreasing, the continued instructional use of the key-driven calculator is questioned.

3. There is a need for increased card punch machine training to meet the increasing demand for this type of skill.

4. Because of the increased use of on-premise offset duplicating in the offices of Connecticut businesses, instruction should be provided on the use of the offset process of copy reproduction.

5. Due to the many job opportunities available to people possessing this skill, increased training should be given in the area of machine transcribing activities.

6. Due to the increasing use of the printing calculator in the offices of Connecticut businesses, increased instruction should be provided on the use of the printing calculator.

IMPLICATIONS FOR FUTURE RESEARCH

The data collected in this study indicates the wide-spread use of different types of office machines by many different types of businesses located in Connecticut. Many full-time and part-time positions exist for office machine operators. What is the role of the business education departments of the high school in preparing students to fill these positions? Research is needed to answer:

1. What is a marketable skill in the area of office machines?

2. What should be the expected level of competency attained by high school students in the area of office machines--acquaintanceship or vocational competency?

3. What are the on-the-job applications of the use of various office machines?

4. How can these on-the-job applications of the use of office machines be best presented within the framework of the high school business education curriculum?

RETURN TO:
Dr. C. A. Clow
Central Connecticut State College
New Britain, Connecticut

DO NOT WRITE IN THIS SPACE
Date Mailed_____
Date Returned_____
CCSC BE1_____

TYPES OF OFFICE MACHINES
AND NUMBER OF EMPLOYEES USING THESE MACHINES

1. ADDING MACHINES

Do the employees of your company use

1.1. Full-key adding machines Yes____ No____
1.11. Number of employees using machine on a (a) full-time basis___ (b) part-time basis___

1.2. Ten-key adding machines Yes____ No____
1.12. Number of employees using machine on a (a) full-time basis___ (b) part-time basis___

Are you contemplating replacing any of these adding machines with another type of office machine? Yes___Type to be replaced_____
No ____

If your answer is Yes, what type of office machine is being considered as the replacement?_____

2. CALCULATORS

Do the employees of your company use

2.1. Rotary calculators Yes____ No____
2.11. Number of employees using machine on a (a) full-time basis___ (b) part-time basis___

2.2. Key-driven calculators Yes____ No____
2.21. Number of employees using machine on a (a) full-time basis___ (b) part-time basis___

2.3. Printing calculators Yes____ No____
2.31. Number of employees using machine on a (a) full-time basis___ (b) part-time basis___

2.4. Electronic calculators Yes____ No____
2.41. Number of employees using machine on a (a) full-time basis___ (b) part-time basis___

Are you contemplating replacing any of these calculators with another type of office machine? Yes____Type to be replaced_____
No ____

If your answer is Yes, what type of office machine is being considered as the replacement?_____

APPENDIX A

3. BOOKKEEPING AND ACCOUNTING MACHINES

Do the employees of your company use

3.1. Bookkeeping machines (without typewriter keyboard) Yes____ No____
3.11. Number of employees using
machines on a (a) full-time basis___ (b) part-time basis___

3.2. Accounting machines (with typewriter keyboard) Yes____ No____
3.21. Number of employees using
machines on a (a) full-time basis___ (b) part-time basis___

Are you contemplating replacing any of these bookkeeping and accounting machines with another type of office machine? Yes____ No____
Type to be replaced_____

If your answer is Yes, what type of office machine is being considered as the replacement?_____

4. OFFICE DUPLICATORS

Do the employees of your company use

4.1. Spirit process duplicators Yes____ No____
4.11. Number of employees using
machine on a (a) full-time basis___ (b) part-time basis____

4.2. Stencil process duplicators Yes____ No____
4.21. Number of employees using
machine on a (a) full-time basis___ (b) part-time basis____

4.3. Offset process duplicator Yes____ No____
4.31. Number of employees using
machine on a (a) full-time basis___ (b) part-time basis____

Are you contemplating replacing any of these machines with another type of office machine? Yes____ Type to be replaced_____
No ____

If your answer is Yes, what type of office machine is being considered as the replacement?_____

5. UNIT RECORD EQUIPMENT

Do the employees of your company use

5.1. Card punch Yes____ No____
5.11. Number of employees using
machine on a (a) full-time basis___ (b) part-time basis____

5.2. Sorter Yes____ No____
5.21. Number of employees using
machine on a (a) full-time basis___ (b) part-time basis____

5.3. Reproducing punch Yes____ No____
5.31. Number of employees using
machine on a (a) full-time basis___ (b) part-time basis____

5.4. Card punch verifier Yes____ No____
5.41. Number of employees using
machine on a (a) full-time basis____ (b) part-time basis____

5.5. Accounting machines Yes____ No____
5.51. Number of employees using
machine on a (a) full-time basis____ (b) part-time basis____

5.6. Calculating punch Yes____ No____
5.61. Number of employees using
machine on a (a) full-time basis____ (b) part-time basis____

5.7. Collators Yes____ No____
5.71. Number of employees using
machine on a (a) full-time basis____ (b) part-time basis____

Are you contemplating replacing any of these machines with another type of office machine? Yes____ No____

If your answer is Yes, what type of office machine is being considered as the replacement? _____

6. COMPUTERS

Do the employees of your company use

6.1. Small computers (core size, under 20,000 positions or 4096 words, and 2 or more input or output devices) Yes____ No____
6.11. Number of employees using
machine on a (a) full-time basis____ (b) part-time basis____

6.2. Medium computers (core size, from 20,000 to 64,000 positions or 8192 words, and 3 or more input or output devices) Yes____ No____
6.21. Number of employees using
machine on a (a) full-time basis____ (b) part-time basis____

6.3. Large computers (core size, above 64,000 positions or 16384 words or more, and 6 or more input or output devices) Yes____ No____
6.31. Number of employees using
machine on a (a) full-time basis____ (b) part-time basis____

7. MISCELLANEOUS OFFICE MACHINES

Do the employees of your company use

7.1. Transcribing machines Yes____ No____
7.11. Number of employees using
machine on a (a) full-time basis____ (b) part-time basis____

APPENDIX A

7.2. Proportional space typewriters Yes_____ No_____

7.21. Number of employees using machine on a (a) full-time basis____ (b) part-time basis_____

7.3. Punched tape producing machines Yes_____ No_____

7.31. Number of employees using machine on a (a) full-time basis____ (b) part-time basis_____

Are you contemplating adding any type of new office machine not discussed in this questionnaire? Yes_____ No_____

If your answer is Yes, what type of office machines are being considered as additions?

_____

_____

_____

_____

APPENDIX A

RETURN TO
Dr. C. A. Clow
Central Connecticut State College
New Britain, Connecticut

DO NOT WRITE IN THIS SPACE
Date Mailed_____
Date Returned_____
CCSC BE2_____

TYPES OF OFFICE MACHINES USED FOR INSTRUCTIONAL PURPOSES BY THE BUSINESS EDUCATION DEPARTMENTS OF CONNECTICUT PUBLIC HIGH SCHOOLS

1. ADDING MACHINES

Do the business education students of your school receive instruction on the use of

1.1. Full-key adding machines Yes____ No____

1.11. Number of students who received instruction on these machines during the 1965-66 school year ____

1.12. Number of these machines available for instructional use ____

1.2. Ten-key adding machines Yes____ No____

1.21. Number of students who received instruction on these machines during the 1965-66 school year ____

1.22. Number of these machines available for instructional use ____

2. CALCULATORS

Do the business education students of your school receive instruction on the use of

2.1. Rotary Calculators Yes____ No____

2.11. Number of students who received instruction on these machines during the 1965-66 school year ____

2.12. Number of these machines available for instructional use ____

2.2. Key-driven calculators Yes____ No____

2.21. Number of students who received instruction on these machines during the 1965-66 school year ____

2.22. Number of these machines available for instructional use ____

2.3. Printing calculators Yes____ No____

2.31. Number of students who received instruction on these machines during the 1965-66 school year ____

2.32. Number of these machines available for instructional use ____

2. CALCULATORS (Con't.)

2.4. Electronic calculators Yes____ No____

2.41. Number of students who received instruction on these machines during the 1965-66 school year ____

2.42. Number of these machines available for instructional use ____

3. BOOKKEEPING AND ACCOUNTING MACHINES

Do the business education students of your school receive instruction on the use of

3.1. Bookkeeping machines (no typewriter keyboard) Yes____ No____

3.11. Number of students who received instruction on these machines during the 1965-66 school year ____

3.12. Number of these machines available for instructional use ____

3.2. Accounting machines (with typewriter keyboard) Yes____ No____

3.21. Number of students who received instruction on these machines during the 1965-66 school year ____

3.22. Number of these machines available for instructional use ____

4. OFFICE DUPLICATORS

Do the business education students of your school receive instruction on the use of

4.1. Spirit process duplicators Yes____ No____

4.11. Number of students who received instruction on these machines during the 1965-66 school year ____

4.12. Number of these machines available for instructional use ____

4.2. Stencil process duplicators Yes____ No____

4.21. Number of students who received instruction on these machines during the 1965-66 school year ____

4.22. Number of these machines available for instructional use ____

4. OFFICE DUPLICATORS (Con't.)

4.3. Offset process duplicator Yes____ No____

4.31. Number of students who received instruction on these machines during the 1965-66 school year ____

4.32. Number of these machines available for instructional use ____

5. UNIT RECORD EQUIPMENT

Do the business education students of your school receive instruction on the use of

5.1. Card punch Yes____ No____

5.11. Number of students who received instruction on these machines during the 1965-66 school year ____

5.12. Number of these machines available for instructional use in (a) business education class rooms ____
(b) administration offices ____

5.2. Sorter Yes____ No____

5.21. Number of students who received instruction on these machines during the 1965-66 school year ____

5.22. Number of these machines available for instructional use in (a) business education class rooms ____
(b) administration offices ____

5.3. Reproducing punch Yes____ No____

5.31. Number of students who received instruction on these machines during the 1965-66 school year ____

5.32. Number of these machines available for instructional use in (a) business education class rooms ____
(b) administration offices ____

5.4. Card punch verifier Yes____ No____

5.41. Number of students who received instruction on these machines during the 1965-66 school year ____

5.42. Number of these machines available for instructional use in (a) business education class rooms ____
(b) administration offices ____

5. UNIT RECORD EQUIPMENT (Con't.)

5.5. Accounting machines Yes____ No____

5.51. Number of students who received instruction on these machines during the 1965-66 school year ____

5.52. Number of these machines available for instructional use in (a) business education class rooms ____
(b) administration offices ____

5.6. Calculating punch Yes____ No____

5.61. Number of students who received instruction on these machines during the 1965-66 school year ____

5.62. Number of these machines available for instructional use in (a) business education class rooms ____
(b) administration offices ____

5.7. Collators Yes____ No____

5.71. Number of students who received instruction on these machines during the 1965-66 school year ____

5.72. Number of these machines available for instructional use in (a) business education class rooms ____
(b) administration offices ____

6. COMPUTERS

Do the business education students of your school receive instruction on the use of

6.1. Computers Yes____ No____

6.11. Number of students who received instruction on these machines during the 1965-66 school year ____

6.12. Number of these machines available for instructional use in (a) business education class rooms ____
(b) administration offices ____

7. MISCELLANEOUS OFFICE MACHINES

Do the business education students of your school receive instruction on the use of

7.1. Transcribing machines Yes____ No____

7.11. Number of students who received instruction on these machines during the 1965-66 school year ____

7.12. Number of these machines available for instructional use ____

7. MISCELLANEOUS OFFICE MACHINES (Con't.)

7.2. Proportional space typewriters Yes____ No____

7.21. Number of students who received instruction on these machines during the 1965-66 school year ____

7.22. Number of these machines available for instructional use ____

7.3. Punched tape producing machines Yes____ No____

7.31. Number of students who received instruction on these machines during the 1965-66 school year ____

7.32. Number of these machines available for instructional use ____

8. Are you contemplating adding any type of new office machine not discussed in this questionnaire? Yes____ No____

If your answer is Yes, what type of office machine/machines are being considered as additions?

_____

_____

_____

_____

During what fiscal year/years do you plan to order this additional equipment?

_____

_____

APPENDIX B

OFFICE MACHINES USED BY FIFTY-NINE DIFFERENT TYPES OF BUSINESSES IN CONNECTICUT'S SEVENTEEN LABOR MARKET AREAS

Type of Business	Replies	Labor Market	ADDING		CALCULATORS			
			FK*	TK*	RC*	KD*	PC*	EC*
Advertising Agents	5**	Bridgeport		4				
	14	Hartford	3	8	3	1	3	
	3	New Britain		3			1	
	5	New Haven	1	3				
	2	Norwalk	1	1				
	1	Stamford		1				
	1	Waterbury	1	1	1			
Totals	31		6	21	4	1	4	0
Auto Dealers, New Car	2	Ansonia	1	2			1	
	19	Bridgeport	9	13	3	1	2	
	8	Bristol	4	7			1	
	9	Danbury	8	7				
	14	Danielson	7	11	3	1		
	32	Hartford	11	28	4	1	8	1
	16	Meriden	6	13		1	2	1
	7	Middletown	2	6	1		1	
	11	New Britain	4	11		1	2	1
	19	New Haven	7	15	1		2	1
	6	New London	1	6			1	
	8	Norwalk	5	6	2		1	1
	7	Norwich	3	5		1	2	
	9	Stamford	5	6		1	1	
	16	Torrington	7	10		1	1	
	7	Waterbury	5	4			2	
	2	Willimantic	2	2	1		1	
Totals	192		87	152	15	8	28	5
Auto Repair Shops	1	Ansonia		1				
	14	Bridgeport	6	10			3	
	3	Bristol	2	2				
	5	Danbury	1	4				1
	1	Danielson		1				
	18	Hartford	6	10			1	2
	1	Meriden		1				
	3	Middletown	2	1				
	1	New Britain		1				
	4	New Haven	2	2	2			1
	2	New London	1	2			1	
	7	Norwalk	3	6	1	1		
	1	Norwich	1	1				
	6	Stamford	4	3			1	
	1	Torrington	1					
	8	Waterbury	6	7		1		
	2	Willimantic		2				
Totals	78		35	54	3	2	6	4

*FK = Full key; TK = Ten key; RC = Rotary; KD = Key driven; PC = Printing; EC = Electronic

**These data are interpreted as follows: Five businesses, classified as Advertising Agents and located in the Bridgeport labor market area, replied and four of these five use the ten-key adding machine in their offices.

Type of Business	Replies	Labor Market	ADDING FK*	ADDING TK*	CALCULATORS RC*	CALCULATORS KD*	CALCULATORS PC*	CALCULATORS EC*
Auto Supplies	9	Bridgeport	5	5			1	
& Parts--	6	Danbury	2	5				
Whsle & Mfg.	11	Hartford	5	7	2	1	2	
	3	Meriden	1	1				
	4	Middletown	1	3	1		1	
	3	New Britain		2				
	9	New Haven	2	7		1	1	2
	5	New London	1	3		1	1	
	6	Norwalk	2	5	1			
	3	Norwich		2		1		
	6	Stamford	2	4				
	4	Waterbury	1	3				1
Totals	69		22	47	4	4	6	3
Bakers -	6	Bridgeport	3	6	1	1		1
Whsle	5	Hartford	1	3				1
	3	Meriden	1	2	1			
	6	New Haven	1	5				
	2	New London		2	1			
	2	Norwalk		2		1		
	2	Norwich	1	1				
	1	Stamford		1				
	3	Waterbury	2	2		1		
Totals	30		9	24	3	3	0	2
Banks	5	Ansonia	3	3	1	1		
	5	Bridgeport	3	2	2			
	1	Bristol	1	1	1			
	7	Danbury	3	5	2			
	5	Danielson	2	4	3		1	
	16	Hartford	13	7	5	2	2	
	7	Meriden	5	4	2	1	1	
	9	Middletown	7	6	1	1	2	1
	5	New Britain	5	2	3	2	1	
	6	New Haven	5	4	5	1	3	
	3	New London	3	2	2	1	2	
	5	Norwalk	5	1	3	1	1	
	3	Norwich	3	1	2			
	4	Stamford	4	1		2		1
	9	Torrington	8	4	3	2	3	2
	7	Waterbury	6	4	5	1	3	
	1	Willimantic	1			1		
Totals	98		77	51	40	16	19	4
Beauty Shop	5	Ansonia	1	4				
Equipment &	5	Bristol	1	5				
Supplies	7	Hartford	1	5				
	4	New Haven	2	3				
Totals	21		5	17	0	0	0	0

*FK = Full key; TK = Ten key; RC = Rotary; KD = Key driven;
PC = Printing; EC = Electronic

Type of Business	Replies	Labor Market	ADDING FK*	ADDING TK*	CALCULATORS RC*	CALCULATORS KD*	CALCULATORS PC*	CALCULATORS EC*
Bedding - Whsle & Mfg.	4	Danbury	1	3				
	5	Hartford	1	4				
	5	Stamford	3	2				
Totals	14		5	9	0	0	0	0
Beer & Ale - Whsle	4	Bridgeport		4		1	1	
	3	Danielson	1	2				
	4	Hartford	1	3		1	1	
	5	New Haven	2	4			1	
	1	Norwich		1				1
	1	Torrington	1	1		1		
	2	Waterbury		2				
	1	Willimantic		1			1	
Totals	21		5	18	0	3	4	1
Beverages, non-alcoholic	2	Ansonia		2				
	2	Bridgeport		2		1		
	3	Bristol		3		1		
	4	Danielson	1	3	1			
	6	Hartford	2	5			2	
	3	Middletown	1	3				
	2	New Britain	1	1				
	2	New London	1	2	1	1		
	1	Norwich	1	1				
	2	Waterbury	1	1				
Totals	27		8	23	2	3	2	0
Boilers - Mfg. * Dist.	3	Bristol		3				
	8	Hartford	2	4		1	3	
	2	New Haven	1	1	1	1		
	1	New London	1	1	1			
Totals	14		4	9	2	2	3	0
Boxes Folding, Mfg.	3	Bristol	1	2	1	1		
	3	Meriden	1	2				
	4	New Haven		3		1		2
Totals	10		2	7	1	2	0	2
Brokers, Stock & Bond	3	Bridgeport	2	2			1	
	2	Danbury	1	2		1		
	8	Hartford	2	6			1	1
	2	Meriden		2				
	2	New Britain		2			1	
	7	New Haven	3	4	1		1	
	2	Norwalk	2					
	1	Norwich	1	1	1			
	3	Stamford		3				
	2	Torrington	1	1				
	3	Waterbury	1	2				1
Totals	35		13	25	2	1	4	2

*FK = Full Key: TK = Ten key; RC = Rotary; KD = Key driven;
PC = Printing; EC = Electronic

Business	Replies	Market	FK*	TK*	RC*	KD*	PC*	EC*
Building Material Whsle & Mfg	6	Bridgeport	1	3	1			
	9	Hartford	2	5	4	1	1	
	8	New Haven	3	4		1		
	6	Norwalk	1	3		1	1	
	7	Stamford	1	4		1	1	
	5	Torrington	1	3			1	
	5	Waterbury	3	1				
Totals	46		12	23	5	4	4	0
Candy & Confectionary	5	Bridgeport	1	4				
	3	Danbury	1	3				
	7	Hartford	1	6			1	
	3	New Haven	2	2				1
	2	Norwich	1	2	1			
	2	Stamford	1	2				
	1	Waterbury	1	1				
Totals	23		8	20	1	0	1	1
Chemicals - Mfg.	10	Bridgeport	5	6	1	1		
	5	Danbury	1	4		1		
	3	Danielson	1	2				
	10	Hartford	4	9	4		4	
	4	Meriden	1	3		1	1	1
	4	Middletown	2	4	1		1	
	3	New Britain	1	2	1			
	16	New Haven	5	13	2	2	5	2
	4	New London	3	4	3			
	9	Norwalk	4	5	2	2	1	
	3	Stamford	1	2	1	1	3	1
	1	Torrington					1	
	5	Waterbury	2	4	3	1	2	1
Totals	77		30	58	18	9	18	5
Cigar, Cigarette & Tobacco - Whsle	2	Ansonia	1	1				
	2	Bridgeport	1	2				
	6	Hartford	1	5	1		1	1
	2	New Haven	2	1	1	1		
	1	New London		1	1			
Totals	13		5	10	3	1	1	1
Clothing - Mfg. & Whsle (Apparel)	2	Ansonia	1	1				
	15	Bridgeport	6	11	4	1	4	
	10	Danbury	4	5	1	1		
	8	Danielson	2	5	1	1	3	
	9	Hartford	5	8	2	1	2	1
	4	Meriden	1	3		1	1	
	6	Middletown	1	5				
	4	New Britain	2	2				
	25	New Haven	10	16	3	3	1	3
	4	New London	2	3	1	1	2	
	3	Norwalk	1	2	1	2	1	
	4	Norwich	1	3		1	3	
	3	Stamford	1	2			1	1
	2	Torrington	1	2	1			
Totals	99		38	68	14	12	18	5

*FK = Full key; TK = Ten key; RC = Rotary; KD = Key driven;
PC = Printing: EC = Electronic

Type of Business	Replies	Labor Market	ADDING FK*	ADDING TK*	CALCULATORS RC*	CALCULATORS KD*	CALCULATORS PC*	CALCULATORS EC*
Contractors Equipment-- Whsle & Mfg.	10	Bridgeport	3	8			1	1
	5	Danbury	2	4			1	
	3	Danielson		3				
	16	Hartford	6	14			4	
	6	Meriden	2	4		2	1	
	2	New Britain		2	1		1	
	5	New Haven	2	4				
	2	Norwalk	1	2				
	2	Stamford		2	1		1	
	5	Torrington	1	4		1	1	
	1	Waterbury		1				
	2	Willimantic		1		1		
Totals	59		17	49	2	4	10	1
Department Stores	3	Ansonia		3		1		
	14	Bridgeport	6	10	1	2	2	
	5	Bristol	2	4				
	3	Danbury	1	3			1	1
	3	Danielson	1	4				
	10	Hartford	7	6	1	1		1
	2	Meriden		2				
	7	Middletown	3	5	2	1		
	3	New Britain	1	3				
	11	New Haven	5	8	3	2		
	4	New London	1	3				
	3	Norwich	1	2	1		1	
	11	Stamford	6	6	1	2		
	6	Torrington	3	5	1			
	2	Waterbury	1	1		1		
	2	Willimantic	1	2	1	1	1	
Totals	89		39	67	11	11	5	2
Electric Equipment-- Whsle & Mfg.	3	Ansonia		3				
	18	Bridgeport	6	15	4	3	4	
	14	Danbury	4	11	3	2	4	
	21	Hartford	8	14	5	2	2	3
	7	Meriden	2	6	3	1	2	
	9	Middletown	3	7	1	2	3	2
	6	New Britain	2	5	2	1	1	2
	7	New Haven	2	7	2	2		2
	13	Norwalk	5	11	8		7	3
	10	Stamford	4	9	3	1	4	4
	4	Torrington	2	4	1	2	2	
	11	Waterbury	6	9	7	2	4	2
	1	Willimantic	1	1	1			
Totals	124		45	102	40	18	33	18
Electric Light & Power Co.	1	Hartford	1	1	1			
	1	Meriden	1	1		1	1	1
	1	Middletown	1	1	1			
	1	New Haven	1			1		
	1	Norwich	1	1			1	
Totals	5		5	4	2	2	2	1

*FK = Full key; TK = Ten key; RC = Rotary; KD = Key driven;
PC = Printing; EC = Electronic

Type of Business	Replies	Labor Market	ADDING FK*	ADDING TK*	CALCULATORS RC*	CALCULATORS KD*	CALCULATORS PC*	CALCULATORS EC*
Electronic	3	Bridgeport	1	2				
Equip. &	3	Danielson		3				
Supplies--	5	Hartford	1	4			1	1
Whsle & Mfg.	3	Meriden	1	3				
	7	New Haven	2	6	1	1		
	3	New London	1	3	1	1	1	
	3	Norwalk	1	2		1		
	5	Stamford	1	4			2	1
Totals	32		8	27	2	3	4	2
Express Co.	3	Ansonia	1	2				
	7	Hartford	3	5	1		1	
	3	Middletown	1	2			1	
	2	New Britain		2				
	4	New Haven	1	3	1	1	1	1
	1	New London		1				
	1	Torrington		1				
Totals	21		6	16	2	1	3	1
Fabricated	10	Ansonia	5	8	1	1	2	
Metals	38	Bridgeport	17	31	9	4	11	2
	6	Bristol	4	5	3	2	1	
	6	Danbury	3	4	1	2	2	
	1	Danielson	1	1	1			
	38	Hartford	12	31	7	3	9	3
	15	Meriden	7	14	3	1	3	3
	11	Middletown	5	11	4	2	1	
	24	New Britain	10	21	8	3	6	3
	18	New Haven	9	16	7	2	4	3
	3	New London	3	1	1	1		1
	8	Norwalk	4	8	2	2	2	1
	3	Norwich	2	3	2	2	1	1
	3	Stamford		2	2			
	2	Torrington		2		1	1	
	31	Waterbury	15	23	13	3	7	3
	1	Willimantic		1				1
Totals	218		97	182	64	29	50	21
Fruit &	1	Bridgeport		1				
Produce--	1	Bristol		1				
Whsle	16	Hartford	8	10		2	1	
	6	Meriden	3	5				
	7	New Haven	3	5			2	
	1	Stamford		1				
	2	Waterbury	1	2				
Totals	34		15	25	0	2	3	0
Furniture--	3	Ansonia	2	3				
new	17	Bridgeport	8	13		1	1	1
	4	Bristol	1	3				
	5	Danbury	3	3		1		
	6	Danielson	1	5	1			1
	16	Hartford	8	10	2	2	4	1
	6	Meriden	4	4		2	1	1

*FK = Full key; TK = Ten key; RC = Rotary; KD = Key driven;
PC = Printing; EC = Electronic

Type of Business	Replies	Labor Market	ADDING FK*	ADDING TK*	CALCULATORS RC*	CALCULATORS KD*	CALCULATORS PC*	CALCULATORS EC*
Furniture--new (Con't.)	7	Middletown	1	6		1	1	
	6	New Britain	3	5			2	
	11	New Haven	4	8			1	
	2	New London		2	1		1	
	4	Norwalk		4	1		1	
	1	Norwich				1		
	5	Stamford	3	2	1		1	
	7	Torrington	2	5	1		1	
	8	Waterbury	3	5		1	1	
	2	Willimantic	2	1				
Totals	110		45	79	7	9	15	4
Gas Company--Public Utility	2	Bridgeport	1	1	1		1	1
Totals	2		1	1	1	0	1	1
Gasoline--Whsle	3	Bridgeport	1	3	1		1	
	4	Danbury	2	4		1	2	1
	2	Danielson	1	2		1	1	
	7	Hartford	3	4	1	2	1	
	4	Middletown	2	4	2	1	1	
	2	New Britain		1				
	2	New Haven		2				
	2	Norwich		1	1	1		
	2	Stamford	1	2			1	
	2	Torrington	1	2				
	2	Waterbury		2		1		1
	1	Willimantic	1	1		1		
Totals	33		12	28	5	8	7	2
Grocers Whsle--Food	1	Ansonia		1				
	16	Bridgeport	5	13	2	3	1	4
	4	Bristol		4			1	
	5	Danbury	3	3	1	2		
	1	Danielson	1	1		1		
	26	Hartford	15	22	8	4	7	2
	5	Meriden	1	5				
	5	Middletown	2	4			1	
	5	New Britain	2	4				
	16	New Haven	7	13	4	2	2	
	3	New London		3				1
	5	Norwalk	2	3	1		2	1
	1	Norwich		1				
	3	Stamford		3	1		1	
	3	Torrington	2	2	2	1		2
	10	Waterbury	5	6	3	1		
Totals	109		45	88	22	14	15	10
Heating Equip. & Supplies--Whsle & Mfg.	3	Bridgeport	1	2	1	1		
	4	Danielson	1	3				
	9	Hartford	2	8	2	2	1	
	3	Middletown	1	2		1		
	10	New Haven	3	8	1	1	1	

*FK = Full key; TK = Ten key; RC = Rotary; KD = Key driven;
PC = Printing; EC = Electronic

Type of Business	Replies	Labor Market	ADDING FK*	ADDING TK*	CALCULATORS RC*	CALCULATORS KD*	CALCULATORS PC*	CALCULATORS EC*
Heating Equip.	3	New London		3		1		
& Supplies--	3	Norwalk	1	3	1	1		
Whsle & Mfg.	3	Norwich	1	3	1			
(Con't.)	3	Stamford	1	3	1			
	4	Waterbury	2	3	1			
Totals	45		13	38	8	7	2	0
Hotels	5	Hartford	1	4	1		1	1
	1	Meriden		1		1		
	1	New Britain	1	1				1
	4	New Haven	2	4		2	1	
	6	New London	3	5				
	1	Stamford		1				
	1	Torrington	1	1		1		
	1	Waterbury	1					1
	1	Willimantic	1	1				
Totals	21		10	18	1	4	2	3
Instruments	2	Ansonia		2				
& Clocks	10	Bridgeport	5	9	3	1	3	1
	7	Danbury	3	6	2	2	1	1
	4	Danielson	2	3		2	1	1
	14	Hartford	3	14	5	2	3	1
	1	Meriden	1					
	1	Middletown	1	1	1	1	1	
	5	New Britain	1	5	2	1	1	1
	5	New Haven	2	4	1	1	1	
	1	New London		1			1	
	2	Norwalk	2	2	1		1	1
	5	Stamford	1	4	2		2	
	1	Torrington		1	1	1		
	9	Waterbury	7	8	3	4	4	2
Totals	67		28	60	21	15	19	8
Insurance	4	Ansonia	1	4				
	1	Bridgeport	1		1			
	4	Bristol	2	2	1		1	
	2	Danbury		1				
	15	Hartford	6	12	6	2	5	1
	5	Meriden	1	3			1	
	1	Middletown		1				
	1	New Britain	1					
	6	New Haven	2	6	2		1	1
	1	Norwalk	1		1			
	2	Norwich		2				
	2	Stamford		2	1	1		1
	4	Torrington	1	4	2		1	
	3	Waterbury	1	3				
	1	Willimantic		1				
Totals	52		17	41	14	3	9	3

*FC = Full key; TK = Ten key; RC = Rotary; KD = Key driven;
PC = Printing; EC = Electronic

Type of Business	Replies	Labor Market	ADDING FK*	ADDING TK*	CALCULATORS RC*	CALCULATORS KD*	CALCULATORS PC*	CALCULATORS EC*
Leather	1	Bridgeport		1				
	1	Hartford	1	1	1			
	1	New Haven		1		1		
	3	Norwalk	1	3		1	1	
	1	Norwich	1	1				
	7		3	7	1	2	1	0
Liquors--whsle.	10	Bridgeport	5	9	2	1	2	
	11	Hartford	4	9	2	2	2	1
	2	New Haven	1	2		1		1
	2	Stamford	2	2	1			1
	1	Waterbury	1	1				
Totals	26		13	23	5	4	4	3
Lumber--whsel.	5	Bridgeport	1	5	1	1		
	3	Danbury	1	2	1			
	17	Hartford	7	10	2	2	1	2
	2	Meriden		2				2
	1	Middletown		1				
	1	New Britain		1				
	9	New Haven	2	8	3	3	1	1
	1	Stamford	1					
	7	Torrington	2	4	3	1	1	1
	4	Waterbury	3	3	2	3	1	
	1	Willimantic	1					
Totals	51		18	36	12	10	4	6
Machinery	2	Ansonia	1	2	1		1	
	43	Bridgeport	14	28	8	5	6	2
	4	Bristol		4			1	
	15	Danbury	4	10	1	3	2	1
	4	Danielson	1	3	2	1		
	63	Hartford	25	51	14	9	16	7
	9	Meriden	3	6	2	2	1	
	8	Middletown	2	6	3	2	2	1
	21	New Britain	9	17	5	3	4	
	25	New Haven	8	21	8	3	5	3
	5	New London	3	4	2	1	1	
	5	Norwalk	2	4	1		2	
	14	Stamford	7	10	4	2	6	2
	6	Torrington	1	5	3			
	13	Waterbury	6	9	4	2	2	2
	3	Willimantic	1	3	1	1	1	
Totals	240		87	183	59	34	50	18
Meat Packers	1	Ansonia	1	1				
	1	Danbury		1	1			1
	2	Hartford	1	1	1			1
Totals	4		2	3	2	0	0	2

*FC = Full key; TK = Ten key; RC = Rotary; KD = Key driven;
PC = Printing; EC = Electronic

Type of Business	Replies	Labor Market	ADDING FK*	ADDING TK*	CALCULATORS RC*	CALCULATORS KD*	CALCULATORS PC*	CALCULATORS EC*
Meat-- Whsle.	8	Ansonia	4	5	1	1	1	1
	4	Hartford	1	3		1	2	
	6	New Haven	3	5	2			
	1	Norwich		1	1			
	5	Stamford	2	4	1	1		1
	3	Waterbury		3		1		1
	1	Willimantic	1					
Totals	28		11	21	5	4	3	3
Miscellaneous Manufacturing Industry	14	Bridgeport	4	9	3	1	1	
	4	Danielson		3	1			1
	12	Hartford	2	10	3	3	2	1
	9	Meriden	3	5	1	2	2	
	6	Middletown	3	4	2		2	
	3	New Britain		2		1		
	7	New Haven	2	5		1	1	1
	1	Norwalk	1			1		
	7	Stamford	2	5	1		2	
	3	Torrington	1	3	1		2	
	5	Waterbury	4	4	3	2	1	
Totals	71		22	50	15	11	13	3
Motels	2	Danbury		2				
	2	Danielson	1	1			1	
	8	Hartford	2	6				
	4	Meriden		3				
	7	New Haven	2	5	1	1	1	
	3	New London	1	2		1	1	
	1	Norwalk		1				
	3	Stamford	1	2		1		
	2	Torrington		2				
	1	Waterbury	1	1				
Totals	33		8	25	1	3	3	0
Newspapers	1	Ansonia	1	1	1			
	2	Bridgeport		2			1	1
	1	Bristol	1	1				
	1	Danbury	1	1	1			
	1	Danielson		1				
	5	Hartford	2	3	1	1	1	
	2	Meriden	2	2				
	2	Middletown	1	2		1		
	2	New London		2			1	1
	1	Norwich	1	1	1	1		
	2	Stamford	1	2		1		
	1	Willimantic	1	1				
Totals	21		11	10	4	4	3	2
Ordnance	3	Ansonia	1	3				
	2	Bridgeport	1	2	1	1		
	4	New Haven	1	4	2	1	2	2
Totals	9		3	9	3	2	2	2

*FC = Full key; TK = Ten key; RC = Rotary; KD = Key driven;
PC = Printing; EC = Electronic

Type of Business	Replies	Labor Market	ADDING FK*	ADDING TK*	CALCULATORS RC*	CALCULATORS KD*	CALCULATORS PC*	CALCULATORS EC*
Other Mechanical Workshops	11	Ansonia	4	8	1	1		1
	42	Bridgeport	12	30	3	4	8	2
	2	Danbury	2		1			
	48	Hartford	16	46	8	5	9	2
	8	Meriden	3	5	1	1		
	1	Middletown		1	1			
	9	New Britain	3	6		1	1	
	18	New Haven	8	15	1	2	1	
	3	New London	1	2				
	2	Norwalk	2	1	1			
	2	Norwich	1	1				
	14	Stamford	5	9	2	2	1	
	2	Torrington		2				
	4	Waterbury	2	3	1	1		
	1	Willimantic	1		1			
Totals	167		60	129	21	17	20	5
Plumbing Supplies-- Whsle	4	Ansonia	1	4				
	6	Bridgeport	2	6	2	2	1	
	4	Bristol	1	4	1	1	2	
	2	Danbury	1	1	1		1	
	10	Hartford	3	9	3	1		1
	6	Middletown	2	3	2	1		
	5	New Haven	2	3	2	1		
	2	New London		2	1			
	3	Norwalk		3	1	1		
	4	Stamford	2	2	2			
	1	Torrington		1				
	2	Waterbury	1	2	1		1	
Totals	49		15	40	16	7	5	1
Primary Metals	9	Ansonia	4	4	1	1	3	
	14	Bridgeport	8	9	5	2	3	1
	3	Bristol	2	1		1		
	8	Danbury	2	7	2	1	3	
	2	Danielson	2				1	
	10	Hartford	4	7	1	2	1	1
	10	Meriden	4	8	2		3	
	4	Middletown	3	2	3		3	
	2	New Britain	2		1			
	18	New Haven	3	16	6	1	4	1
	6	New London	1	5	2	1		
	2	Norwalk	1	2	1		1	
	2	Norwich	1	2	1			
	2	Stamford		2	1		1	
	4	Torrington	3	3	2		1	
	8	Waterbury	2	6	2	1	3	2
Totals	104		42	74	30	10	27	5

*FC = Full key; TK = Ten key; RC = Rotary; KD = Key driven;
PG = Printing; EC = Electronic

Type of Business	Replies	Labor Market	ADDING FK*	ADDING TK*	CALCULATORS RC*	CALCULATORS KD*	CALCULATORS PC*	CALCULATORS EC*
Printing & Publishing	6	Ansonia	3	6	1		1	
	13	Bridgeport	13	13	2	2	9	1
	2	Bristol	1	1				
	2	Danbury	1	2				
	2	Danielson	2	1	1		1	
	15	Hartford	15	14	4	2	4	4
	3	Meriden	1	2	1			
	1	Middletown	1	4	1	2		
	2	New Britain	2	2			1	
	7	New Haven	6	5	3	3	4	2
	5	New London	3	5	3		2	
	4	Norwalk	2	4	2	1	4	1
	3	Norwich	3	3	1	1		1
	6	Stamford	5	6	4	2	6	
	3	Torrington	3	3	2			
	5	Waterbury	2	5	2	1	2	
Totals	79		63	76	27	14	34	9
Products of Petroleum & Coal	1	New Haven	1	1	1			1
	1	Stamford	1		1		1	
	1	Waterbury	1			1		
Totals	3		3	1	2	1	1	1
Radio & TV	2	Bridgeport	2	2				
	1	Bristol	1					
	4	Hartford		3	1		1	
	1	Middletown		1				
	1	New Britain		1	1			
	2	New Haven		2	1	1		
	1	Norwalk		1				
	1	Waterbury		1				
	1	Willimantic		1				
Totals	14		3	12	3	1	1	0
Roofing Material-- Whsle.	4	Bridgeport	2	3	1	1	1	
	2	Danielson		2		1		
	4	Hartford		4			1	
	2	New Haven	1	1	1			
Totals	12		3	10	2	2	2	0
Rubber & Fabricated Plastics	4	Ansonia		3			1	
	8	Bridgeport	4	7	2	1	3	
	3	Bristol		2				
	4	Danbury	1	3	1			
	2	Danielson	1	1	1			
	6	Hartford	2	4	2	1	2	2
	3	Meriden	1	2	1			
	4	Middletown		3			1	
	8	New Haven	4	4	1	2	3	
	2	New London		1				
	4	Norwalk	1	3				
	2	Stamford	2	2		1	1	
	1	Torrington		1				
	3	Waterbury	1	3	2		1	
Totals	54		17	39	10	5	12	2

*FK = Full key; TK = Ten key; RC = Rotary; KD = Key driven;
PC = Printing; EC = Electronic

Type of Business	Replies	Labor Market	ADDING FK*	ADDING TK*	CALCULATORS RC*	CALCULATORS KD*	CALCULATORS PC*	CALCULATORS EC*
Saving & Loan	3	Bridgeport	3	3			1	
Associations	3	Hartford	3	2	1		2	1
Totals	6		6	5	1	0	3	1
Steel Mfg.	2	Bridgeport	2	2	2	1	1	
	1	Danielson		1		1		
	1	Hartford	1	1	1		1	
	1	Meriden	1					
	1	New Haven		1				1
Totals	6		4	5	3	2	2	1
Stone, Clay,	10	Bridgeport	3	9	3		2	1
& Glass	4	Danbury	1	4			1	
	3	Danielson	1	2				
	14	Hartford	5	9	3	1	4	
	6	Meriden	1	5	3		1	
	2	Middletown	1	2		1	1	
	5	New Britain	1	4	1	2		
	3	New Haven	1	3	3	1	3	1
	3	New London	1	2			1	
	3	Norwalk	1	2			1	
	1	Stamford	1	1			1	
	1	Torrington	1				1	
	1	Waterbury	1	1	1			
Totals	56		19	44	14	5	16	2
Textiles	7	Ansonia	3	5	1			
	2	Bridgeport	1	2	1			
	2	Danbury		2			1	
	12	Danielson	4	7	1	1	1	1
	19	Hartford	8	14	6		1	3
	5	Middletown	1	4				1
	4	New Haven	2	3	2			2
	1	New London		1				
	5	Norwalk	3	4	2			
	7	Norwich	3	5	2		1	
	1	Stamford		1	1			
	2	Torrington	1	2	1			
	2	Willimantic	2	2			1	
Totals	69		28	52	17	1	5	7
Toys--	8	Bridgeport	2	5				
Whsle. & mfg.	10	Hartford	4	7	1			
	4	New Londong	1	4				
	3	Norwalk	1	3				
Totals	25		8	19	1	0	0	0

*FK = Full key; TK = Ten key; RC = Rotary; KD = Key driven;
PC = Printing; EC = Electronic

Type of Business	Replies	Labor Market	ADDING FK*	ADDING TK*	CALCULATORS RC*	CALCULATORS KD*	CALCULATORS PC*	CALCULATORS EC*
Transportation Equipment	11	Bridgeport	5	9	5		3	1
	2	Danbury	1	1				
	1	Danielson		1	1			1
	16	Hartford	5	16	5	1	6	4
	2	Meriden		1				
	5	Middletown	3	4				
	2	New Britain	1	2	1		1	
	6	New Haven	2	4	1		2	2
	2	Norwalk		1				
	7	Stamford	1	6				
	1	Waterbury		1	1			
Totals	55		18	46	14	1	12	8
Laundry & Cleaning	3	Ansonia	1	2				
	6	Bridgeport	2	5			1	
	3	Bristol		3				
	10	Hartford	4	6	1		1	1
	5	Meriden	1	4				
	6	New Britain	1	5			1	
	4	New Haven		4			1	2
	3	New London	2	1	1		2	
	3	Norwalk	1	3				
	6	Stamford	4	4			1	
	2	Torrington		2			1	
	8	Waterbury	2	6			2	1
Totals	59		18	45	2	0	10	4
GRAND TOTALS	3168		1257	2442	589	338	537	197

*FK = Full key; TK = Ten key; RC = Rotary; KD = Key driven;
PC = Printing; EC = Electronic

Type of Business	Labor Market	ACCOUNTING BK*	AC*	DUPLICATING SP*	ST*	OF*	MISCELLANEOUS TR*	PR*	PT*
Advertising Agents	Bridgeport (5)**				1	2		1	1
	Hartford (14)		1	2		5	3	4	
	New Britain (3)			1		1		1	
	Norwalk (2)						1		
	Totals	0	1	3	1	8	4	6	1
Auto Dealers, New Car	Ansonia (2)	2				1			
	Bridgeport (19)	3	1	3	3	2		1	2
	Bristol (8)	4		1		1		1	
	Danbury (9)	2		1	1	1		2	
	Danielson (14)		1			1	1	3	
	Hartford (32)	14	4	5	4	4		6	
	Meriden (16)	1	1	6	1			3	1
	Middletown (7)	2		1		2			
	New Britain (11)	3		3		2		4	
	New Haven (19)	4	1	3	1	2	1	2	2
	New London (6)			1				3	
	Norwalk (8)			1				2	
	Norwich (7)	2	2	2				2	
	Stamford (9)	3	2	1		1		2	
	Torrington (16)	3		2		1	3		
	Willimantic (2)	1	1		1				
	Totals	44	13	30	11	18	5	31	5
Auto Repair Shops	Ansonia (1)							1	
	Bridgeport (14)	3				3		2	
	Bristol (3)							1	
	Danbury (5)	1		1		1	1	1	
	Hartford (18)	3			1	2	2	1	
	New Haven (4)	3		1				2	
	New London (2)	2			1			1	
	Norwalk (7)	1	1		1			1	
	Norwich (1)	1							
	Stamford (6)	1	1		1			2	
	Waterbury (8)	2		1	1			3	
	Totals	17	2	3	5	6	3	15	0
Auto Supplies & Parts-- Whsle & Mfg.	Bridgeport (9)	1	1		1	1		1	
	Danbury (6)	1							
	Hartford (11)	3	1	2	2	1	1	1	
	Middletown (4)	1	1	1	1		1	1	1
	New Haven (9)	4	1	2	1	2	1	2	
	New London (5)	1	2	1				2	
	Norwalk (6)	2				1			
	Norwich (3)	1		1					
	Stamford (6)	1		1					
	Waterbury (4)		1						
	Totals	15	7	8	5	5	3	7	1

*BK = Bookkeeping; AC = Accounting; ST = Stencil; SP = Spirit; OF = Offset; TR = Machine transcribing; PR = Proportional space typewriter; PT = Punched tape

**Number of replies received from a type of business within a labor market area. One of the five uses the stencil process; two of the five uses the offset process; one of the five uses a proportional space typewriter; and one of the five uses a punched tape machine.

Type of Business	Labor Market	ACCOUNTING BK*	AC*	DUPLICATING SP*	ST*	OF*	MISCELLANEOUS TR*	PR*	PT*
Bakers-- Whsle.	Bridgeport (6)	1		1	1			3	
	New London (2)	1			1			1	
	Norwalk (2)		1	1		1	1	1	
	Waterbury (3)	1				1		1	
	Totals	3	1	2	2	2	1	6	0
Banks	Ansonia (5)	2		1		1			
	Bridgeport (5)	2			1	1		1	1
	Bristol (1)		1	1					
	Danbury (7)	1	2	1	1	1		1	
	Danielson (5)	2	1	1	1	2		1	
	Hartford (16)	10	6	5	2	5	5	4	2
	Meriden (7)	1	3	2	1	2	2	1	2
	Middletown (9)	4	2	5			2	3	
	New Britain (5)	3	5	1	3		3	2	1
	New Haven (6)	2	4	2	3	1	2	2	2
	New London (3)	3	2	2	1	1	1		
	Norwalk (5)	4	2	2		2	2	1	1
	Norwich, (3)	2	1		2		1		
	Stamford (4)	2	2		1		2	1	
	Torrington (9)	4	4	3	4	2	1	2	
	Waterbury (7)	4	3	3	1	2	3	3	3
	Willimantic (1)		1						
	Totals	46	39	29	21	20	24	22	12
Beauty Shop Equipment & Supplies	Bristol (5)		1	1	1		1		
	Hartford (7)	1		1				1	
	New Haven (4)	1						1	
	Totals	2	1	2	1	0	1	2	0
Bedding-- Whsle. & Mfg.	Hartford (5)		1	1				1	
	Totals	0	1	1	0	0	0	1	0
Bear & Ale-- Whsle.	Bridgeport (4)			1	1		1		
	Danielson (3)							1	
	Hartford (4)	1						2	
	New Haven (5)	1		1					
	Torrington (1)	1							
	Waterbury (2)							1	
	Willimantic (1)	1							
	Totals	4	0	2	1	0	1	4	0
Beverages, non-alcoholic	Ansonia (2)					1			
	Bridgeport (2)	1							
	Bristol (3)	(?)	1			2	1	1	
	Danielson (4)	1				1			
	Hartford (6)		2			2			
	Middletown (3)							1	
	New Britain (2)				1			1	
	New London (2)	2						1	
	Waterbury (2)	1				1			
	Totals	5	3	0	1	7	1	4	0

*BK = Bookkeeping; AC = Accounting; SP = Spirit; ST = Stencil; OF = Offset; TR = Machine transcribing; PR = Proportional space typewriter; PT = Punched tape

Type of Business	Labor Market	ACCOUNTING BK*	AC*	DUPLICATING SP*	ST*	OF*	MISCELLANEOUS TR*	PR*	PT*
Boilers-- Mfg. & Dist.	Bristol (3)			1				1	
	Hartford (8)	1	1	2					
	New Haven (2)				1			1	
	New London (1)	1					1		
	Totals	2	1	3	1	0	1	2	0
Boxes Folding, Mfg.	Bristol (3)				1				
	Meriden (3)				1				
	New Haven (4)				1				
	Totals	0	0	0	3	0	0	0	0
Brokers, Stock & Bond	Danbury (2)			1	1	1	1		1
	Hartford (8)		1	2	1	2	1	2	1
	Meriden (2)			1					
	New Haven (7)		1	2	2	2	1	1	
	Norwalk (2)				1				
	Stamford (3)			1					
	Waterbury (3)	1							
	Totals	1	2	7	5	5	3	3	2
Building Material-- Whsle. & Mfg.	Hartford (9)	1	2		2			1	
	New Haven (8)	1		1				1	
	Norwalk (6)	1		1			1	1	
	Stamford (7)	1			1				
	Torrington (5)			1					
	Waterbury (5)			1					
	Totals	4	2	4	3	0	1	3	0
Candy & Confectionary	Danbury (3)	1							
	Hartford (7)	2	1		1			2	
	New Haven (3)	2		2				1	
	Norwich (2)							1	
	Stamford (2)	1		1				1	
	Totals	6	1	3	1	0	0	5	0
Chemicals-- Mfg.	Bridgeport (10)	1		2	2	1	1	2	
	Danbury (5)				1	1	1		
	Hartford (10)		1	1	1	3	4	3	
	Meriden (4)		1	1	1	1	1		
	Middletown (4)			1	1	1	2	1	
	New Britain (3)		1			1	1		
	New Haven (16)	1	3	5	2	7	6	6	1
	New London (4)	1	1	1	1	3	3	3	
	Norwalk (9)		2	2	2	2	4	1	
	Stamford (3)		2	1	1	1	2	2	
	Torrington (1)				1				
	Waterbury (5)		1	4	1	1	4	2	1
	Totals	3	12	18	12	22	29	20	2
Cigar, Cigarette & Tobacco--Whsle.	Hartford (6)			1			1	2	
	New Haven (2)	2					1		
	New London (1)	1							
	Totals	3	0	1	0	0	2	2	0

*BK = Bookkeeping; AC = Accounting; SP = Spirit; ST = Stencil; OF = Offset; TR = Machine transcribing; PR = Proportional space typewriter; PT = Punched tape

Type of Business	Labor Market	ACCOUNTING BK*	AC*	DUPLICATING SP*	ST*	OF*	MISCELLANEOUS TR*	PR*	PT*
Clothing--	Bridgeport (15)	4	3	3	1	3	1	5	1
Mfg. & Whsle.,	Danbury (10)	1	1			1		1	
(Apparel)	Danielson (8)		1	2	3	1	2		
	Hartford (9)	2	3	2	2	3	1	2	1
	Middletown (6)			1		1		3	
	New Britain (4)							1	
	New Haven (25)	4	4	7	4	3	5	4	
	New London (4)		1	1	1			2	
	Norwalk (3)	1	2	2		1	2	1	
	Norwich (4)	1			1		1	3	
	Stamford (3)	2			1				
	Torrington (2)	1			1				
	Totals	16	15	18	14	13	12	22	2
Contractors	Bridgeport (10)	1				2		2	
Equipment--	Danbury (5)					2			
Whsle. & Mfg.	Hartford (16)	2	2	2		3	5	2	
	Meriden (6)		1		2	1		1	
	New Britain (2)	1		1			1	1	
	New Haven (5)	1		1		1	1	1	
	Stamford (2)	1							
	Torrington (5)	1			1	1		2	
	Willimantic (2)		1	1			1	1	1
	Totals	7	4	5	3	10	8	10	1
Department	Bridgeport (14)	2	2	1	2	2		3	1
Stores	Bristol (5)	1				1			
	Danbury (3)					1			
	Hartford (10)	2	1		1	2		2	
	Meriden (2)				1			1	
	Middletown (8)	2	1	1		1		2	
	New Britain (3)		1						
	New Haven (11)	1	3	3	1	3		1	
	New London (4)					1			
	Norwich (3)	1							
	Stamford (11)	2		2		1		1	
	Torrington (6)		2						
	Waterbury (2)							1	
	Willimantic (2)	1			1			1	
	Totals	12	10	7	6	12	0	12	1
Electric	Ansonia (3)			1					1
Equip.--	Bridgeport (18)	2	2	7	5	7	9	8	3
Whsle. & Mfg.	Danbury (14)	1	2	9	4	3	5	3	4
	Hartford (21)	3	2	8	4	3	6	2	
	Meriden (7)		1	3	1	2	3	4	1
	Middletown (9)	2	2	2	2	4	6	2	2
	New Britain (6)	1		4	2	2	2	2	1
	New Haven (7)	1	3	3	2	2	4	2	2
	Norwalk (13)		4	11	2	5	7	8	3
	Stamford (10)	1	2	5	3	3	4	5	2
	Torrington (4)			1	2	2	1	1	1
	Waterbury (16)	1	2	6	3	2	5	5	2
	Willimantic (17)	--	1	1	--	--	--	1	--
	Totals	12	21	61	30	35	52	43	22

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Type of Business	Labor Market	ACCOUNTING BK*	ACCOUNTING AC*	DUPLICATING SP*	DUPLICATING ST*	DUPLICATING OF*	MISCELLANEOUS TR*	MISCELLANEOUS PR*	MISCELLANEOUS PT*
Electric Light & Power Co.	Hartford (1)			1		1	1	1	
	Meriden (1)			1		1			
	New Haven (1)	1		1				1	
	Norwich (1)		1		1		1		
	Totals	1	1	3	1	2	2	2	0
Electronic Equip. & Supplies-- Whsle. & Mfg.	Bridgeport (3)			1	1				
	Danielson (3)				1				
	Meriden (3)			1					
	New Haven (7)	1		1	1		1	1	1
	New London (3)				1				
	Norwalk (3)			1			1	1	
	Stamford (5)		1				1		
	Totals	1	1	4	4	0	3	2	1
Express Co.	Hartford (7)	1	1						
	Middletown (8)	1							
	New Britain (2)							1	
	New Haven (4)	1				2			
	New London (1)	1				1			
	Totals	4	1	0	0	3	0	1	0
Fabricated Metals	Ansonia (10)	1	1	1		2	4	3	
	Bridgeport (38)	1	12	17	6	6	11	8	3
	Bristol (6)		1	2	2		2		
	Danbury (6)	1	1	1	2	3	3	1	1
	Hartford (38)	3	4	10	8	6	6	5	1
	Meriden (15)	3	4	4	2	3	2		
	Middletown (11)	2	3	2	4	3	3	2	
	New Britain (24)	6		6	1	7	6	5	5
	New Haven (18)	1	3	8	2	1	6	5	
	New London (3)	1	1	2	1	1	2	1	1
	Norwalk (8)	1	1	4	2	1	4	1	
	Norwich (3)	1	1	2	2	2	3	2	
	Stamford (3)		2		1	1	2		1
	Torrington (2)	1		1					
	Waterbury (31)	6	5	13	1	5	11	8	4
	Willimantic (1)	1							
	Totals	29	39	73	34	41	65	41	16
Fruit & Produce-- Whsle.	Bristol (1)	1				1			
	Hartford (16)	2	1		1			1	
	Meriden (6)			1				1	
	New Haven (7)	1						1	
	Stamford (1)	1				1			
	Totals	5	1	1	1	2	0	3	0
Furniture-- new	Ansonia (3)	2		1	1		1	2	
	Bridgeport (17)	2	1	2	2	1	1	2	
	Bristol (4)	1						1	
	Danbury (5)		2	1				3	
	Danielson (6)		1		2		2	2	
	Hartford (16		2	2	2	1	2	4	

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Type of Business	Labor Market	ACCOUNTING BK*	AC*	DUPLICATING SP*	ST*	OF*	MISCELLANEOUS TR*	PR*	PT*
Furniture--new (Con't.)	Meriden (6)	1	1	1		1		1	
	Middletown (7)	2		1			2	4	
	New Britain (6)	1	1	1				1	
	New Haven (11)	2	1		1	1		5	
	New London (2)			1				1	
	Norwalk (4)			1				1	
	Norwich (1)			1			1		
	Stamford (5)			1	1		1	2	1
	Torrington (7)	1	2	2	1	1	1	1	
	Waterbury (8)	1	2	2	2	1	1	1	
	Totals	8	7	11	5	4	6	17	1
Gas Company--Public Utility	Bridgeport (2)			1		2	1		
	Totals	0	0	1	0	2	1	0	0
Gasoline--Whsle.	Bridgeport (3)	1	1	1	1	1			
	Danbury (4)	1					1	1	
	Middletown (8)	1		1				1	
	New Britain (2)		1	1			1		
	Norwich (2)	1							
	Stamford (2)	1			1				
	Torrington (2)							1	
	Waterbury (2)			1					
	Willimantic (1)			1				1	
	Totals	5	2	5	2	1	2	4	0
Grocers--Whsle (Food)	Bridgeport (16)	2	1	4	2	1		1	1
	Danbury (5)				1	2			
	Danielson (1)			1					
	Hartford (26)	5	1	1	9	5	2	3	3
	Meriden (5)				1	2			
	Middletown (5)					1		1	
	New Haven (16)	4		3	3	3		3	3
	New London (3)	1	1		1				
	Norwalk (5)	2		1	3	1	1	1	1
	Stamford (3)	1			1		1	1	
	Torrington (3)	2			2		1		
	Waterbury (10)	1	2		1	2	1	1	
	Totals	18	5	10	24	17	6	11	8
Heating Equip. & Supplies--Whsle. & Mfg.	Bridgeport (3)		1						
	Danielson (4)	1							
	Hartford (9)	2	1		2			2	
	New Haven (10)	2		2	2		1	1	
	Norwalk (3)			1				1	
	Norwich (3)			1					
	Stamford (3)							1	
	Waterbury (4)	2			2				
	Totals	7	2	4	6	0	1	5	0

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Type of Business	Labor Market	ACCOUNTING BK*	AC*	DUPLICATING SP*	ST*	OF*	MISCELLANEOUS TR*	PR*	PT*
Hotels	Hartford (5)	2	1	2			2	1	1
	Meriden (1)	1			1			1	
	New Britain (1)				1			1	
	New Haven (4)		1	1	1	1	1	2	
	New London (6)	1		1	2				
	Torrington (1)			1				1	
	Totals	4	2	5	5	1	3	6	1
Instruments & Clocks	Ansonia (2)		1	1			1	1	
	Bridgeport (10)	1	1	3	2	3	3		4
	Danbury (7)	1	2	2	2	3	4	1	1
	Danielson (4)			1	1	1	1		
	Hartford (14)		4	7	3	4	5	4	2
	Middletown (1)		1	1		1	1		
	New Britain (5)		1			1	1		
	New Haven (5)				1	3	3		
	New London (1)		1	1			1		
	Norwalk (2)		1			1	1		1
	Stamford (5)		2	3		1	2	1	
	Torrington (1)			1	1			1	
	Waterbury (9)	2	1	4	2	4	4	3	3
	Totals	4	15	24	12	22	27	11	11
Insurance	Ansonia (4)					1	1		
	Bristol (4)				1			1	
	Hartford (15)	1	2	3	2	4	9	4	1
	Meriden (5)			1					
	New Britain (1)							1	
	New Haven (6)			3		2	1		
	Norwalk (1)				1				
	Stamford (2)			1	2	1	2	2	
	Torrington (4)	1				1	1	2	
	Waterbury (3)			2			1		
	Totals	2	2	10	6	9	15	10	1
Leather	New Haven (1)				1			1	
	Norwalk (3)	2		1		2			
	Norwich (1)	1				1			
	Totals	3	0	1	1	3	0	1	0
Liquors-- Whsle.	Bridgeport (10)			1	2	1		2	
	Hartford (11)	2	1	2	3	2	1	2	
	New Haven (2)						1		
	Stamford (2)			2	2			1	
	Totals	2	1	5	7	3	2	5	0
Lumber-- Whsle	Bridgeport (5)	1	1	1		2	1		
	Danbury (3)	1						1	
	Hartford (17)	2		2	1	2		3	
	New Britain (1)							1	
	New Haven (9)	2	1	1	1	2	1	1	
	Torrington (7)	1	1	1	2	3	1	2	
	Waterbury (4)		1	1	1	3	1	1	1
	Totals	7	4	6	5	12	4	9	1

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Type of Business	Labor Market	ACCOUNTING BK*	AC*	DUPLICATING SP*	ST*	OF*	MISCELLANEOUS TR*	PR*	PT*
Machinery	Ansonia (2)						1	2	
	Bridgeport (43)	5	4	6	5	5	6	6	5
	Bristol (4)			1			1		
	Danbury (15)	1	2	2	1	2	3	1	
	Danielson (4)	1		3	1		1	1	
	Hartford (63)		9	7	8	9	19	8	7
	Meriden (9)					2	3	2	1
	Middletown (8)	1	1	3	1	2	3	2	
	New Britain (21)			3	1	4	3	2	1
	New Haven (25)	5	2	9	3	2	10	8	2
	New London (5)	1	2	3	1	2	4	3	1
	Norwalk (5)	1		2	1	2	2	1	2
	Stamford (14)	1		3	2	4	7	7	1
	Torrington (6)			1	1	1	1		
	Waterbury (13)	1		1	1	2	4	2	1
	Willimantic (3)		1		1		1		
	Totals	17	21	44	27	37	69	45	21
Meat Packers	Danbury (1)						1		
	Hartford (2)	2							
	Totals	2	0	0	0	0	1	0	0
Meat--Whsle.	Ansonia (8)		1	1	1			1	
	Hartford (4)	1						1	
	New Haven (10)	2						1	2
	Norwich (1)	1			1				
	Stamford (5)	2				1		1	
	Waterbury (3)							1	
	Willimantic (1)				1				
	Totals	6	1	1	3	1	0	5	2
Miscellaneous Mfg. Industry	Bridgeport (14)	1	1		1	2	2	1	1
	Danielson (4)		1		1		1		
	Hartford (12)		1	2		3	1	2	1
	Meriden (9)	1		3	1	1	3	2	
	Middletown (6)	1	2	1	1	2	1		
	New Britain (3)				1		1		
	New Haven (7)		2	3		2	1		
	Stamford (7)			1	1	2	1	1	
	Torrington (3)			1	1	3	3		1
	Waterbury (5)	1	2	2	2	2	3	2	1
	Totals	4	11	13	9	17	17	8	4
Motels	Danielson (2)				1				
	Hartford (8)							2	
	Meriden (4)			1					
	New Haven (7)	1	1	1	1	1			
	New London (3)				1				
	Stamford (3)	1							
	Totals	2	1	2	3	1	0	2	0

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Type of Business	Labor Market	ACCOUNTING BK*	AC*	DUPLICATING SP*	ST*	OF*	MISCELLANEOUS TR*	PR*	PT*
Newspapers	Bridgeport (2)			1			1	1	
	Bristol (1)		1	1					
	Danbury (1)		1		1				
	Hartford (5)	1	1	1				1	2
	Middletown (2)	1	1			1			
	New London (2)		1	1	1				
	Norwich (1)					1	1	1	1
	Stamford (2)		2	1	1				
	Willimantic (1)	1							1
	Totals	3	8	5	3	2	2	3	4
Ordnance	Ansonia (3)	1		1	1			1	1
	Bridgeport (2)		1	1	1	1	1	1	
	New Haven (4)		2	2	2	1	2		
	Totals	1	3	4	4	2	3	2	1
Other Mechanical Workshops	Ansonia (11)		1	2	2	1	2	3	
	Bridgeport (42)	5	2	9	4	4	5	3	
	Danbury (2)						1		
	Hartford (48)	9	5	8	3	7	7	14	2
	Meriden (8)			1	1	2	3	2	1
	New Britain (9)	1				1			
	New Haven (18)		2	4	2	2	2	6	
	New London (3)	1		1					
	Norwich (2)							1	
	Stamford (14)	1			1	3	1	4	1
	Waterbury(4)			1	1			1	
	Willimantic (1)	1							
	Totals	18	10	26	14	20	21	34	4
Plumbing Supplies-- Whsle.	Bridgeport (6)	1		1		1		1	
	Bristol (4)	2							
	Danbury (2)			1					
	Hartford (10)	3	1	1	2	2	1	1	
	Middletown (6)	2	1	1			1	1	
	New Haven (5)		1	1				1	
	New London (2)	1		1				1	
	Norwalk (3)	2		1		1			
	Stamford (4)		1			1			
	Waterbury (2)	1	1	1		1		1	
	Totals	12	5	8	2	6	2	6	0
Primary Metals	Ansonia (9)	1	1	3	2	3	3	2	3
	Bridgeport (14)		1	3	1	4	5	2	1
	Bristol (3)			1				1	
	Danbury (8)	1	2	1	2	2	4	2	3
	Hartford (10)			1	2	2	2	2	
	Meriden (10)	2	1	2	2	5	2	3	2
	Middletown (4)			2		1	1		
	New Britain (2)	1		1				1	
	New Haven (18)	3	4	7	3	5	7	5	2
	New London (6)		1	1	1		2	1	
	Norwich (2)		1		1		1		1

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Type of Business	Labor Market	ACCOUNTING BK*	ACCOUNTING AC*	DUPLICATING SP*	DUPLICATING ST*	DUPLICATING OF*	MISCELLANEOUS TR*	MISCELLANEOUS PR*	MISCELLANEOUS PT*
Primary Metals (Con't.)	Stamford (2)		1	1			1		
	Torrington (4)			1			1	1	
	Waterbury (8)	2	1	1	1	2	5	3	1
	Totals	10	14	25	15	24	34	23	13
Printing & Publishing	Ansonia (6)		1		1		1		
	Bridgeport (13)	3	1	1	1	4	4	3	2
	Bristol (2)					1		1	
	Danbury (2)					1	1	1	
	Danielson (2)	1		1		1	1	2	
	Hartford (15)	4	5	5	5	12	5	12	3
	Meriden (3)	1	1		1			2	1
	Middletown (1)			1		1	1	1	1
	New Britain (2)					1			1
	New Haven (7)	2	6	2	2	5	3	5	2
	New London (5)	2	1	2	2	3	2	3	3
	Norwalk (4)	2	1	1		1	2	1	
	Norwich (3)					3	2	2	
	Stamford (6)		5	4	4	3	4	2	4
	Torrington (3)			1	1	2	1	1	1
	Waterbury (5)		1			2	1		1
	Totals	15	22	18	17	40	28	36	19
Products of Petroleum & Coal	New Haven (1)				1		1		
	Stamford (1)				1		1	1	
	Waterbury (1)					1			
	Totals	0	0	0	2	1	2	1	0
Radio & TV	Bridgeport (2)			1	1	1	1	1	
	Bristol (1)			1	1			1	
	Hartford (4)			1				1	
	Middletown (1)						1	1	
	New Britain (1)	1		1	1			1	
	New Haven (2)		2	2		2	1	1	
	Waterbury (1)					1			
	Totals	1	2	6	3	4	3	6	0
Roofing Material-- Whsle.	Bridgeport (4)		1						
	Danielson (2)	1		1	1			1	
	Hartford (4)		1	1	1				
	New Haven (2)	1							
	Totals	2	2	2	2	0	0	1	0
Rubber & Fabricated Plastics	Ansonia (4)					1			
	Bridgeport (8)	1	1	1	2	3	4	2	
	Bristol (3)			1				1	
	Danbury (4)					1	1	1	
	Danielson (2)	1						1	
	Hartford (6)			1		2	2	1	
	Meriden (3)				1	1			
	Middletown (4)					1	1	1	1

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Type of Business	Labor Market	ACCOUNTING BK*	ACCOUNTING AC*	DUPLICATING SP*	DUPLICATING ST*	DUPLICATING OF*	MISCELLANEOUS TR*	MISCELLANEOUS PR*	MISCELLANEOUS PT*
Rubber & Fabricated Plastics (Con't.)	New Haven (8)	1			2	3	5	1	1
	Norwalk (4)		1	1		1	1	1	
	Stamford (2)			1		2	2	1	
	Waterbury (3)						1		
	Totals	3	2	5	5	15	18	10	2
Saving & Loan Association	Bridgeport (3)	2		1	1			1	
	Hartford (3)	2	3	1	1	1	1		1
	Totals	4	3	2	2	1	1	1	1
Steel Manufacturers	Bridgeport (2)				1	1		1	1
	Danielson (1)					1			
	Hartford (1)					1		1	
	Meriden (1)							1	
	Totals	0	0	0	1	3	0	3	1
Stone, Clay, & Glass	Bridgeport (10)	3	1	4		3	2	3	2
	Danbury (4)							1	
	Hartford (14)		3	4	2	2	1	4	1
	Meriden (6)		2	3	2	1	2	1	
	Middletown (2)	1	1						
	New Britain (5)	1	1	1		1	1	1	
	New Haven (3)	1	2	1		1	2	1	
	New London (3)		1				1	1	
	Norwalk (3)						1	2	
	Stamford (1)		1						
	Torrington (1)	1							
	Waterbury (1)		1				1	1	
	Totals	7	13	13	4	8	11	15	3
Textiles	Ansonia (7)	1	1		1	1			
	Bridgeport (2)						1		
	Danielson (12)	2	1	1	2	2	3	2	2
	Hartford (19)	1	1	3	1	3	3	2	
	Middletown (8)					1	1	1	
	New Haven (4)		1			2		1	
	New London (1)						1		
	Norwalk (5)		1			2	1		
	Norwich (7)					2	1		
	Torrington (2)					1	1	1	1
	Willimantic (2)					1			
	Totals	4	5	4	4	15	12	7	3
Toys-- Whsle. & Mfg.	Bridgeport (8)		1						
	Hartford (10)	1				2	3	1	
	New London (4)	1				1			
	Norwalk (3)	1							
	Totals	3	1	0	0	3	3	1	0

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Type of Business	Labor Market	ACCOUNTING BK*	ACCOUNTING AC*	DUPLICATING SP*	DUPLICATING ST*	DUPLICATING OF*	MISCELLANEOUS TR*	MISCELLANEOUS PR*	MISCELLANEOUS PT*
Transportation Equipment	Bridgeport (11)				2	2	4	1	1
	Danielson (1)					1	1		
	Hartford (16)		2	1	1	4	5	2	2
	Meriden (2)					1	1		1
	Middletown (5)		1						
	New Britain (4)		1	1		2	1	1	
	New Haven (8)	2				2	3	2	1
	Stamford (10)						1		
	Waterbury (1)		1						
	Totals	2	5	2	3	12	16	6	5
Laundry & Cleaning	Bridgeport (6)	1					1		
	Hartford (10)	1				1	1	1	
	New Britain (6)						1	1	
	New Haven (4)	3		1		2			
	New London (3)				1		1	1	
	Stamford (6)					1			
	Waterbury (8)					1	1	1	
	Totals	5	0	1	1	5	5	4	0
	GRAND TOTALS	428	351	561	370	503	550	580	165

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Type of Business	Labor Market	UNIT RECORD EQUIPMENT							COMPUTERS		
		CP*	SO*	RE*	VE*	AM*	CA*	CO*	SM*	ME*	LA*
Auto Dealers, New Car	Danielson (14)**	2									
	Meriden (16)	1	1	1		1					
	Totals	3	1	1	0	1	0	0	0	0	0
Auto Repair Shops	Bridgeport (14)	1									
	Totals	1	0	0	0	0	0	0	0	0	0
Auto Supplies & Parts-- Whsle. & Mfg.	Middletown (8)	1	1	1	1	1		1		1	
	New Haven (10)	2	1		1	1		1			
	Totals	3	2	1	2	2	0	2	0	1	0
Bakers--Whsle.	Norwalk (2)	1	1	1	1	1	1	1			
	Totals	1	1	1	1	1	1	1	0	0	0
Banks	Ansonia (5)	1	1	1		1		1			
	Hartford (16)	1	1	1	1			1	1	1	
	Meriden (7)	2	1	1		1		1			
	New Haven (6)	3	3	3		1		3	1	1	
	New London (3)	1	1	1	1				1		1
	Norwalk (5)	1	1	1	1	1		1	1	1	
	Stamford (4)	1	1	1	1	1		1			
	Waterbury (7)	3	3	3	3	2	1	3	2		1
	Totals	13	12	12	7	7	1	11	6	3	2
Bedding-- Whsle. & Mfg.	Hartford (5)	1									
	Totals	1	0	0	0	0	0	0	0	0	0
Beer & Ale-- Whsle.	Bridgeport (4)	1	1	1		1		1			
	Totals	1	1	1	0	1	0	1	0	0	0
Beverages, non-alcoholic	New Britain (2)	1									
	Totals	1	0	0	0	0	0	0	0	0	0
Boilers-- Mfg. & Distr.	Hartford (8)	1	1			1	1	1			
	Totals	1	1	0	0	1	1	1	0	0	0
Boxes Folding, Mfg.	New Haven (4)	1	1	1	1	1	1	1			
	Totals	1	1	1	1	1	1	1	0	0	0
Brokers, Stock & Bond	Danbury (2)	1	1	1	1	1	1	1			
	Hartford (8)	1									
	Totals	2	1	1	1	1	1	1	0	0	0
Building Material-- Whsle. & Mfg.	Hartford (9)	1	1	1		1					
	Totals	1	1	1	0	1	0	0	0	0	0

*CP = Card punch; SO = Sorter; RE = Reproducer; VE = Verifier; AM = Accounting machine; CA = Calculating punch; CO = Collator; SM = Small computer; ME = Medium domputer; LA = Large computer

**Two of the fourteen auto dealers who replied use card punch machines at their place of business.

Type of Business	Labor Market	UNIT RECORD EQUIPMENT							COMPUTERS		
		CP*	SO*	RE*	VE*	AM*	CA*	CO*	SM*	ME*	LA*
Chemicals-- Mfg.	Danbury (5)	1									
	Hartford (10)	2	2	1	1			1	1	1	
	Meriden (4)	1	1	1	1			1	1		
	Middletown (4)	1	1	1	1	1	1	1			
	New Britain (3)	1									
	New Haven (16)	2	2	2	2			2	1	1	
	New London (4)	1	1	1	1			1	1		
	Stamford (3)	1	1	1	1			1			1
	Waterbury (5)	2	1	1	1	1	1	1			
	Totals	12	9	8	8	2	2	8	4	2	1
Cigar, tobacco, cigarette, whsle.	New London (1)	1	1	1		1					
	Totals	1	1	1	0	1	0	0	0	0	0
Clothing--Mfg. & Whsle. (Apparel)	Ansonia (2)	1									
	Hartford (9)	1	1	1		1		1			
	Middletown (6)	1									
	New Haven (25)	3	2	1	2	1		1	2		
	Norwalk (3)	1	1	1	1	1	1	1			
	Norwich (4)	1	1	1		1		1	1		
	Totals	8	5	4	3	4	1	4	3	0	0
Contractors Equipment-- Whsle. & Mfg.	Hartford (16	1			1						
	Meriden (6)	1			1						
	New Britain (2)	1	1	1	1	1	1	1			
	Totals	3	1	1	3	1	1	1	0	0	0
Department Stores	Hartford (10)	1	1	1	1	1	1	1			
	Totals	1	1	1	1	1	1	1	0	0	0
Electric Equipment-- Whsle. & Mfg.	Bridgeport (18)	4	4	4	3	2	1	3	2	2	1
	Danbury (14)	3	2	2	3	1	1	2		1	
	Hartford (21)	3	3	2	1	3	3	3			
	Meriden (7)	4	4	4	3	2	2	4	2		
	Middletown (8)	3	2	2	2	1		3	1	1	
	New Britain (6)	1	1	1	1	1		1		1	
	New Haven (7)	3	2	2	1			2	1		
	Norwalk (13)	2	2	2	2			2	1	1	
	Stamford (10)	4	4	3	3			3	2	1	
	Torrington (4)	1	1	1	1	1	1	1			
	Waterbury (11)	3	2	3	3			2	1		
	Totals	31	27	26	23	11	8	26	10	7	1
Electric Light & Power Co.	Hartford (1)	1	1	1	1	1		1			
	Meriden (1)	1	1	1	1	1		1			
	Norwich (1)	1	1	1	1	1		1			
	Totals	3	3	3	3	3	0	3	0	0	0

*CP = Card punch; SO = Sorter; RE = Reproducer; VE = Verifier; AM = Accounting machine: CA = Calculating punch: CO = Collator; SM = Small computer; ME = Medium Computer; LA = Large computer

Type of Business	Labor Market	UNIT RECORD EQUIPMENT							COMPUTERS		
		CP*	SO*	RE*	VE*	AM*	CA*	CO*	SM*	ME*	LA*
Electronic Equipment & Supplies--Whsle. & Mfg.	New Haven (7)	1	1	1	1	1	1	1			
	Stamford (5)	1	1	1	1	1		1			
	Totals	2	2	2	2	2	1	2	0	0	0
Express Co.	New Haven (4)	2	2	1		1		1			
	Totals	2	2	1	0	1	0	1	0	0	0
Fabricated Metals	Ansonia (10)	1	1	1	1	1	1	1			
	Bridgeport (38)	5	4	3	3	2	1	3	4		
	Danbury (6)	1	1	1	1	1	1	1	1		
	Hartford (38)	4	3	1	2	1	1	2	1	1	
	Meriden (15)	1	1	1		1		1			
	Middletown (11)	1	1		1	1		1	1		
	New Britain (24)	4	4	4	3	2	1	3	2		
	New Haven (18)	1									
	New London (3)	1	1	1	1	1	1	1			
	Norwalk (8)	1	1	1	1	1	1	1			
	Norwich (3)	1	1	1	1			1	1		
	Waterbury (31)	4	3	3	4	3	1	3	1		1
	Totals	25	21	17	18	14	8	18	11	1	1
Fruit & Produce--Whsle.	Hartford (16)	1									
	Totals	1	0	0	0	0	0	0	0	0	0
Furniture--New	Danielson (6)	1	1	1	1	1		1		1	
	Hartford (16)	1									
	Meriden (6)	1	1	1	1	1	1	1			
	New Haven (11)	1									
	Norwich (1)	1									
	Stamford (5)	1	1	1	1	1	1	1			
	Torrington (7)	1	1	1		1		1			
	Waterbury (8)	1	1	1		1		1			
	Totals	8	5	5	3	5	2	5	0	1	0
Gas Company-Public Utility	Bridgeport (2)	2	2	2	1	2	2	2			
	Totals	2	2	2	1	2	2	2	0	0	0
Gasoline--Whsle.	Bridgeport (3)	1	1		1			1	1		
	Totals	1	1	0	1	0	0	1	1	0	0
Grocers--Whsle. (Food)	Hartford (26)	2	2	1	2	1		2			2
	New Haven (16)	1	1	1		1	1	1			
	Norwalk (5)	1	1	1		1					
	Torrington (3)	1	1	1	1			1		1	
	Totals	5	5	4	3	3	1	4	0	1	2
Hotels	Hartford (5)	2	1								
	Totals	2	1	0	0	0	0	0	0	0	0

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Type of Business	Labor Market	UNIT RECORD EQUIPMENT							COMPUTERS		
		CP*	SO*	RE*	VE*	AM*	CA*	CO*	SM*	ME*	LA*
Instruments & Clocks	Bridgeport (10)	4	4	3	2	2		3	1	2	
	Danbury (7)	3	3	3	3	2	1	3	2		
	Danielson (4)	1	1	1		1		1			
	Hartford (14)	5	4	4	3	3	1	3	2		
	New Haven (5)	1	1	1	1	1	1	1			
	Stamford (5)	1	1	1	1			1	1		
	Waterbury (9)	4	4	3	3	3	2	3	1	1	
	Totals	19	17	16	13	12	5	15	7	3	0
Insurance	Hartford (15)	6	5	4	6	4		5	4	2	2
	Totals	6	5	4	6	4	0	5	4	2	2
Leather	New Haven (1)	1			1						
	Totals	1	0	0	1	0	0	0	0	0	0
Liquors--Whsle.	Bridgeport (10)	4	4	4	2	3		3			
	Hartford (11)	5	5	4		4		2			
	New Haven (2)	2	2	2		1					
	Stamford (2)	1	1	1		1					
	Totals	12	12	11	2	9	0	5	0	0	0
Lumber--Whsle.	Waterbury (4)	1	1	1	1	1		1			
	Totals	1	1	1	1	1	0	1	0	0	0
Machinery	Bridgeport (43)	3	2	2	1	1	1	1	2	1	
	Danbury (15)	1	1	1	1	1	1	1			
	Hartford (63)	12	7	7	5	3	3	6	2	2	
	Meriden (9)	1	1	1	1	1		1	1		
	Middletown (8)	1	1	1							
	New Britain (21)	2	2	2	2	2		2	1		1
	New Haven (25)	3	1	1		1	1	1			
	New London (5)	2	2	2		1		2	1		
	Norwalk (5)	2	2	2	2			2	1	1	
	Stamford (14)	5	4	5	4	3	2	5	1	1	1
	Waterbury (13)	3	3	1	1	3	1	1			
	Totals	35	26	25	17	16	9	22	9	5	2
Meat--Whsle.	Stamford (5)	1	1	1				1		1	
	Totals	1	1	1	0	0	0	1	0	1	0
Miscellaneous Manufacturing Industry	Bridgeport (14)	1	1	1	1	1		1	1		
	Danielson (4)	1	1	1		1					
	Hartford (12)	1	1					1		1	
	Meriden (9)	1									
	Middletown (6)	1	2	2	2	2	1	1	2	1	
	New Britain (3)	1	1	1		1	1	1			
	New Haven (7)	1	1	1	1			1	1		
	Stamford (7)	1	1	1	1	1	1	1			
	Torrington (3)	1	1	1	1	1	1	1			
	Waterbury (5)	2	2	2	1	1	2	2	1		
	Totals	11	11	10	7	8	6	9	5	2	0

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Type of Business	Labor Market	UNIT RECORD EQUIPMENT							COMPUTERS		
		CP*	SO*	RE*	VE*	AM*	CA*	CO*	SM*	ME*	LA*
Newspapers	Norwich (1)	1			1						
	Totals	1	0	0	1	0	0	0	0	0	0
Ordnance	Bridgeport (2)	1	1	1	1	1		1	1		
	New Haven (4)	2	2	2	1	2		2	1		
	Totals	3	3	3	2	3	0	3	2	0	0
Other Mechanical Workshops	Ansonia (11)	1	1	1	1	1		1		1	
	Bridgeport (42)	3	3	2		3		1	1	1	
	Danbury (2)	1	1		1						
	Hartford (48)	2	2	1	2						
	Meriden (8)	1	1					1			
	Totals	8	8	4	4	4	0	3	1	2	0
Plumbing Supplies-- Whsle.	Middletown (6)	1	1	1	1	1	1	1			
	Totals	1	1	1	1	1	1	1	0	0	0
Primary Metals	Ansonia (9)	2	1	1	1	1	1	1			
	Bridgeport (14)	3	1	1	1	1	1	1			
	Danbury (8)	2	2		1				1		
	Meriden (10)	1	1		1	1					
	New Haven (18)	3	3	3	3	3	1	1	1		
	Norwich (2)	1	1	1				1	1		
	Torrington (4)	1	1			1					
	Waterbury (8)	2	2	2	1	2	1	1			
	Totals	15	12	8	8	9	4	5	3	0	0
Printing & Publishing	Ansonia (6)	2	1	1	1	1		1	1		
	Bridgeport (13)	1									
	Danielson (2)	1	1			1					
	Hartford (15)	1									
	New Haven (7)	1			1						
	New London (5)	2	2		1	1					
	Norwich (3)	3	3	3	2	1					
	Stamford (6)	2	2	1				2			
	Totals	13	9	5	5	4	0	3	1	0	0
Products of Petroleum & Coal	Stamford (1)	1	1	1	1	1	1				
	Totals	1	1	1	1	1	1	0	0	0	0
Radio & TV	Hartford (4)	1	1	1		1		1			
	Totals	1	1	1	0	1	0	1	0	0	0
Rubber & Fabricated Plastics	Bridgeport (8)	3	2	2	1	2	1	2		1	
	Danbury (4)	1									
	Meriden (3)	1									
	New Haven (8)	3	3		2			1		1	
	Totals	8	5	2	3	2	1	3	0	2	0

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Type of Business	Labor Market	UNIT RECORD EQUIPMENT							COMPUTERS		
		CP*	SO*	RE*	VE*	AM*	CA*	CO*	SM*	ME*	LA*
Saving & Loan Association	Hartford (3)	1	1					1		1	
	Totals	1	1	0	0	0	0	1	0	1	0
Steel Manufacturers	Hartford (1)	1	1	1		1	1	1			
	Totals	1	1	1	0	1	1	1	0	0	0
Stone, Clay, & Glass	Bridgeport (10)	1	1	1		1		1	1		
	Totals	1	1	1	0	1	0	1	1	0	0
Textiles	Hartford (19)	2	2	2	2	1	1	2			
	Willimantic (2)	1	1	1	1						
	Totals	3	3	3	3	1	1	2	0	0	0
Toys-- Whsle. & Mfg.	Hartford (10)	1	1	1	1	1		1			
	Totals	1	1	1	1	1	0	1	0	0	0
Transportation Equipment	Bridgeport (11)	3	3	3	3	3	2	3	1		
	Danielson (1)	1	1	1		1					
	Hartford (16)	6	5	4	3	4	2	4	1		
	Meriden (2)	1	1	1							
	New Haven (8)	2	2	2	2	2	1	1			
	Totals	13	12	11	8	10	5	8	2	0	0
	GRAND TOTALS	291	242	205	166	154	66	183	71	34	9

*CP = Card punch; SO = Sorter; RE = Reproducer; VE = Verifier; AM = Accounting machine; CA = Calculating punch; CO = Collator; SM = Small computer; ME = Medium computer; LA = Large computer

NUMBER OF EMPLOYEES USING OFFICE MACHINES IN BUSINESSES IN THE SAMPLE LOCATED IN CONNECTICUT'S SEVENTEEN LABOR MARKET AREAS

ADDING MACHINES

Labor Market Area*	Full Key			Ten Key		
	Firms	FT**	PT**	Firms	FT	PT
1	40	14	131	87	18	127
2	181	55	747	353	114	1082
3	24	7	40	51	12	79
4	62	19	110	119	34	261
5	34	9	92	82	9	138
6	258	158	1645	514	482	3029
7	59	9	330	128	36	328
8	53	21	263	112	27	334
9	53	34	362	114	45	377
10	143	37	777	291	81	1053
11	35	22	166	78	26	329
12	57	43	259	98	50	558
13	27	5	119	43	7	96
14	75	21	200	126	74	1254
15	45	11	228	76	20	184
16	89	118	1212	150	61	1009
17	22	9	62	20	11	68
TOTALS	1257	594	6743	2442	1107	10306

*See page 58.

**FT = Full-time; PT = Part-time

CALCULATORS

Labor Market Area*	Rotary			Key Driven			Printing			Electronic		
	Firms	FT**	PT**	Firms	FT	PT	Firms	FT	PT	Firms	FT	PT
1	21	33	64	5	3	7	11	8	20	3	3	6
2	77	228	482	43	62	101	78	86	277	19	10	96
3	12	3	10	6	2	4	8	4	10	0	0	0
4	20	20	69	17	13	32	19	18	32	6	1	6
5	18	14	95	10	8	15	10	4	11	5	12	15
6	105	1162	1741	59	46	172	134	274	670	51	31	89
7	25	40	109	18	16	38	21	13	48	9	6	25
8	26	30	110	17	9	37	23	15	57	5	9	32
9	24	39	344	15	42	82	24	26	74	7	4	8
10	77	98	389	49	34	119	56	37	122	36	23	69
11	21	24	231	10	9	14	19	17	33	4	5	10
12	30	40	217	16	30	56	27	11	100	8	3	18
13	18	11	27	9	4	16	9	12	45	3	4	9
14	36	57	217	19	15	47	39	59	120	13	8	29
15	21	9	16	12	8	10	18	11	23	5	1	9
16	52	102	647	28	22	136	36	18	560	19	19	88
17	6	8	8	5	6	7	5	3	7	0	0	0
TOTALS	589	1918	4876	338	329	893	537	616	2209	197	139	509

*See page 58.

**FT = Full-time; PT = Part-time

BOOKKEEPING AND ACCOUNTING

Labor Market Area*	Bookkeeping			Accounting		
	Firms	FT**	PT*	Firms	FT	PT
1	12	16	15	8	4	4
2	50	72	35	40	89	41
3	9	17	1	5	4	7
4	13	28	1	13	21	23
5	10	7	7	8	8	7
6	85	145	101	79	123	87
7	11	14	12	15	15	27
8	23	35	26	17	10	22
9	21	39	31	13	20	28
10	66	80	77	52	77	41
11	22	26	13	15	13	5
12	18	28	11	17	35	30
13	12	14	6	6	4	8
14	23	40	14	22	18	26
15	17	24	11	10	9	11
16	30	39	44	24	37	28
17	6	9	6	5	1	0
TOTALS	428	633	411	351	488	395

*See page 58.

**FT = Full-time; PT = Part-time

OFFICE DUPLICATORS

Labor Market Area*	Spirit			Stencil			Offset		
	Firms	FT**	PT**	Firms	FT	PT	Firms	FT	PT
1	19	1	29	10	1	21	13	4	109
2	86	1	310	53	3	147	74	66	118
3	10	2	28	7	0	7	7	7	5
4	19	2	74	13	1	49	23	8	24
5	11	0	79	17	0	30	11	1	10
6	105	12	450	75	7	278	117	154	68
7	33	1	231	20	1	39	26	25	35
8	23	1	93	12	0	70	22	10	53
9	22	2	101	12	1	41	23	9	33
10	84	2	353	43	1	173	68	28	67
11	20	1	69	16	1	53	13	13	24
12	32	2	104	14	0	55	23	34	20
13	7	1	49	9	0	23	6	1	23
14	30	2	102	24	1	44	28	32	64
15	17	1	54	19	0	32	20	15	6
16	40	2	201	23	1	42	28	28	95
17	3	0	9	3	0	10	1	4	0
TOTALS	613	23	2336	370	19	1100	503	439	754

*See Page 58.

**FT = Full-time; PT = Part-time

UNIT RECORD EQUIPMENT

Labor Market Area*	Card Punch			Sorter			Reproducer			Verifier		
	Firms	FT**	PT**	Firms	FT	PT	Firms	FT	PT	Firms	FT	PT
1	7	82	6	5	1	32	6	4	8	4	4	4
2	36	182	36	33	5	89	34	4	65	20	40	20
3	1	1	0	0	0	0	0	0	0	0	0	0
4	11	41	18	10	2	21	10	2	29	12	15	9
5	6	20	12	5	1	13	5	1	9	1	5	0
6	68	654	167	60	13	206	60	24	128	33	273	82
7	19	3	29	12	2	46	14	4	25	10	12	16
8	10	114	9	9	1	48	10	4	23	8	17	3
9	11	79	15	7	3	60	11	2	41	7	46	13
10	39	139	31	34	8	78	31	4	77	20	25	23
11	11	25	10	8	1	32	9	2	15	4	6	2
12	10	67	9	8	1	24	11	4	16	8	24	9
13	10	28	8	8	1	19	8	4	23	5	8	3
14	21	54	11	16	2	36	21	4	33	14	16	9
15	4	10	15	4	1	16	4	2	8	2	3	10
16	26	94	56	22	5	75	24	4	73	17	43	31
17	1	31	4	1	0	4	1	0	4	1	1	0
TOTALS	291	1624	436	242	47	799	205	69	577	166	538	235

NOTE: Unit Record Equipment is continued on page 55.

*See page 58.

**FT = Full-time; PT = Part-time

UNIT RECORD EQUIPMENT (Con*t.)

Labor Market Area*	Accounting Machine			Calculating Punch			Collators		
	Firms	FT**	PT**	Firms	FT	PT	Firms	FT	PT
1	6	4	8	2	1	10	6	1	10
2	26	26	52	9	4	25	27	5	66
3	0	0	0	0	0	0	0	0	0
4	5	10	23	5	3	11	8	3	11
5	5	2	13	1	0	3	2	3	5
6	29	63	120	13	4	34	34	13	28
7	8	4	19	3	1	13	11	3	27
8	7	12	21	3	4	20	8	4	23
9	7	7	23	3	1	11	8	2	32
10	18	9	30	7	4	25	21	4	55
11	4	8	21	1	0	2	4	1	14
12	5	6	16	3	1	9	8	1	12
13	3	7	12	1	1	7	7	2	13
14	9	13	19	4	0	9	18	3	26
15	5	5	11	2	1	8	4	2	27
16	16	20	73	8	1	8	16	1	7
17	0	0	0	1	2	20	2	3	46
TOTALS	154	196	461	66	28	215	183	51	505

*See page 58.

**FT = Full-time; PT = Part-time

COMPUTERS

Labor Market Area*	Small			Medium			Large		
	Firms	FT**	PT**	Firms	FT	PT	Firms	FT	PT
1	1	7	3	1	2	0	0	0	0
2	16	47	43	7	59	32	1	33	31
3	0	0	0	0	0	0	0	0	0
4	4	3	5	1	5	0	0	0	0
5	15	3	1	1	0	2	1	11	2
6	4	84	15	9	30	13	1	30	6
7	4	9	17	1	4	6	0	0	0
8	3	5	2	2	29	5	0	0	0
9	8	6	14	1	4	4	1	21	2
10	2	21	12	4	14	14	1	15	0
11	3	12	0	1	1	2	1	10	5
12	3	12	3	2	6	15	1	9	6
13	3	6	5	0	0	0	0	0	0
14	2	31	6	2	6	9	1	11	3
15	0	0	0	0	0	0	0	0	0
16	5	24	15	2	4	8	1	10	2
17	1	4	0	0	0	0	0	0	0
TOTALS	71	274	141	34	164	110	9	150	57

*See page 58.

*FT = Full-time; PT = Part-time

MISCELLANEOUS OFFICE MACHINES

Labor Market Area*	Transcribing Machines			Proportional Space Typewriters			Punched Tape Machines		
	Firms	FT**	PT**	Firms	FT	PT	Firms	FT	PT
1	14	24	20	14	36	45	5	7	2
2	59	218	135	64	92	114	30	84	25
3	5	10	4	10	14	12	1	0	4
4	27	31	42	23	69	42	11	12	3
5	14	19	12	16	67	37	2	2	1
6	118	1236	951	122	161	82	23	32	32
7	27	42	42	28	175	49	13	20	10
8	29	38	28	28	50	51	5	5	8
9	22	69	120	28	56	43	9	28	23
10	72	117	176	82	170	111	17	12	30
11	19	46	44	28	60	42	5	7	9
12	31	88	127	25	45	39	8	8	11
13	12	10	57	13	16	119	2	4	2
14	32	189	59	39	109	23	10	10	10
15	18	7	19	15	24	19	7	4	11
16	48	83	175	40	76	71	15	30	19
17	3	2	5	5	3	20	2	7	5
TOTALS	550	2229	2012	580	1223	919	165	272	225

*See page 58.

**FT = Full-time; PT = Part-time

CONNECTICUT LABOR MARKET AREAS

1. ANSONIA -- The Ansonia labor market area is comprised of the four towns of Ansonia, Derby, Oxford, and Seymour.

2. BRIDGEPORT--The Bridgeport labor market area comprises the city of Bridgeport and the towns of Trumbull, Easton, Shelton, Stratford, Fairfield, Monroe and Milford.

3. BRISTOL--The Bristol labor market area is comprised of the towns of Bristol and Plymouth.

4. DANBURY--The Danbury labor market area includes the city of Danbury and the towns of Bethel, Brookfield, New Fairfield, Newton, Redding, Ridgefield and Sherman in Fairfield County, and Bridgewater, Kent, New Milford, Roxbury, Warren and Washington in Litchfield County.

5. DANIELSON--The Danielson labor market area is comprised of the towns of Brooklyn, Canterbury, Eastford, Plainfield, Pomfret, Putnam, Sterling, Thompson, Woodstock and Killingly, which includes Danielson.

6. HARTFORD--The Hartford labor market area comprises the city of Hartford and the towns of Avon, Bloomfield, Bolton, Canton, East Granby, East Hartford, East Windsor, Ellington, Enfield, Farmington, Glastonbury, Granby, Manchester, Newington, Rocky Hill, Simsbury, Somers, South Windsor, Stafford, Suffield, Tolland, Vernon, West Hartford, Wethersfield, Windsor and Windsor Locks.

7. MERIDEN--The Meriden labor market area includes the city of Meriden and the adjoining towns of Southington and Wallingford.

8. MIDDLETOWN--The Middletown labor market area includes the towns of Chester, Clinton, Cromwell, Deepr River, Durham, East Haddam, East Hampton, Essex, Haddam, Killingworth, Marlborough, Middlefield, Middletown, Old Saybrook, Portland and Westbrook.

9. NEW BRITAIN--The New Britain labor market area is comprised of the city of New Britain and the adjacent towns of Berlin and Plainville.

10. NEW HAVEN--The New Haven labor market area, comprising the city of New Haven and the towns of Bethan, Branford, East Haven, Guilford, Hamden, Madison, North Branford, North Haven, Orange, West Haven, and Woodbridge.

11. NEW LONDON--The New London labor market area includes the towns of East Lyme, Groton, Ledyard, Lyme, Montville, New London, North Stonington, Old Lyme, Salem, Stonington and Waterford.

12. NORWALK--The Norwalk labor market area includes the city of Norwalk and the towns of Westport, Wilton and Weston.

CONNECTICUT LABOR MARKET AREAS (Con't.)

13. NORWICH--The Norwich labor market area consists of the city of Noawich and the eight surrounding towns of Bozrah, Colchester, Franklin, Griswold, Lisbon, Preston, Sprague and Voluntown.

14. STAMFORD--The Stamford labor market area includes the city of Stamford and the towns of Darien, Greenwich and New Canaan.

15. TORRINGTON--The Torrington area incorporates the fifteen towns of Barkhamsted, Canaan, Colebrook, Cornwall, Goshen, Harwinton, Litchfield, Morris, New Hartford, Norfolk, North Canaan, Salisbury, Sharon, Torrington, and Winchester in Litchfield County and the two towns of Burlington and Hartland in Hartford County.

16. WATERBURY--The Waterbury labor market area covers 280 square miles and includes, in addition to the city of Waterbury, the surrounding towns of Beacon Falls, Bethlehem, Cheshire, Middlebury, Naugatuck, Prospect, Southbury, Thomaston, Watertown, Wolcott and Woodbury.

17. WILLIMANTIC--The Willimantic labor market area consists of the towns of Andover, Ashford, Chaplin, Columbia, Coventry, Hampton, Hebron, Lebanon, Mansfield, Scotland, Union, Willington and Windham, containing the city of Willimantic.

NUMBER OF EMPLOYEES USING OFFICE MACHINES IN EACH OF THE FIFTY-NINE DIFFERENT TYPES OF BUSINESSES IN THE SAMPLE

Type of Business	ADDING MACHINES				CALCULATORS							
	Full Key		Ten Key		Rotary		Key Driven		Printing		Electronic	
	FT*	PT*	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
1**	1	14	4	43	16	15	2	7	3	3	0	0
2	28	178	60	327	7	19	4	9	18	42	2	3
3	8	72	18	132	9	9	2	3	4	7	0	1
4	4	47	5	88	6	16	2	3	2	16	2	2
5	11	104	27	215	7	17	16	27	0	0	0	0
6	153	2469	21	632	95	302	12	40	18	59	3	3
7	2	11	3	12	0	0	0	0	0	0	0	0
8	1	8	1	8	0	0	0	0	0	0	0	0
9	4	8	6	35	0	0	1	1	3	5	2	8
10	3	16	5	28	2	5	1	1	1	3	0	0
11	2	9	1	12	7	9	1	1	1	6	0	0
12	1	2	3	19	0	1	2	6	0	0	1	3
13	5	30	8	64	9	15	2	2	5	8	0	0
14	2	0	1	16	1	9	1	4	1	6	0	0
15	1	17	2	34	0	1	1	1	0	0	0	0
16	6	126	40	488	66	428	11	34	15	80	6	12
17	1	18	3	11	1	8	0	1	0	1	0	4
18	9	78	13	160	6	39	8	24	19	59	7	12
19	3	32	7	69	1	8	1	1	7	18	0	0
20	17	132	23	216	13	83	8	15	6	16	1	3
21	17	349	68	1006	50	355	13	90	34	164	14	75
22	3	33	2	138	0	83	1	1	1	5	0	2
23	2	13	5	31	10	10	4	4	5	5	2	3
24	3	4	3	28	1	5	1	1	1	2	0	0
25	54	390	54	1016	61	537	38	115	36	625	15	57
26	2	15	4	24	0	0	2	2	1	3	0	0
27	13	113	18	179	2	35	4	4	8	25	3	10
28	1	18	1	29	2	12	0	2	1	9	0	8
29	3	27	6	37	2	5	1	5	3	7	0	0
30	23	259	25	244	35	61	6	21	9	76	5	10
31	3	28	3	31	9	14	3	3	3	3	0	0
32	4	26	7	58	1	2	1	1	2	4	3	3
33	9	153	12	357	15	159	7	71	8	51	2	34
34	7	183	332	1522	984	1051	7	30	183	221	2	3
35	3	4	3	29	1	2	0	2	0	1	0	0
36	7	27	8	57	5	7	1	1	0	1	3	5
37	24	164	4	72	21	79	4	10	1	2	15	57
38	23	229	90	885	110	432	56	133	67	255	9	47
39	1	8	2	11	6	10	1	1	1	1	0	0
40	3	21	7	37	7	13	1	2	2	3	0	3
41	3	81	7	112	8	110	8	31	6	33	5	16

*FT = Full-time
*PT = Part-time
**See page 66.

ADDING MACHINES AND CALCULATORS (Con't.)

Type of Business	ADDING MACHINES: Full Key FT*	Full Key PT*	Ten Key FT	Ten Key PT	CALCULATORS: Rotary FT	Rotary PT	Key Driven FT	Key Driven PT	Printing FT	Printing PT	Electronic FT	Electronic PT
42**	4	7	4	44	1	3	1	1	1	2	0	0
43	4	38	12	77	3	7	1	5	3	10	3	11
44	23	92	7	35	83	82	16	13	0	2	2	10
45	16	149	25	284	16	70	10	30	18	70	2	15
46	4	36	4	41	12	38	4	6	2	5	0	1
47	6	110	23	239	94	215	9	19	15	41	7	9
48	18	196	34	359	31	142	7	20	27	71	7	13
49	0	1	2	11	0	1	1	1	0	0	0	1
50	1	4	3	31	7	8	0	1	0	0	0	0
51	1	3	2	10	1	1	1	4	1	1	0	0
52	7	104	19	143	30	56	16	21	15	47	4	12
53	1	111	3	19	0	10	2	5	0	7	0	4
54	4	7	4	32	1	32	1	6	0	2	0	3
55	2	76	12	104	6	78	3	5	19	42	1	5
56	13	140	8	83	20	71	14	27	4	11	5	15
57	2	7	3	10	0	0	0	2	0	0	0	0
58	14	107	23	181	37	92	7	10	35	67	5	24
59	4	39	7	91	0	4	2	7	1	6	1	2
TOTALS	594	6743	1107	10306	1918	4876	329	893	616	2209	139	509

BOOKKEEPING MACHINES, ACCOUNTING MACHINES, OFFICE DUPLICATORS AND MISCELLANEOUS OFFICE MACHINES

Type of Business	BOOKKEEPING & ACCOUNTING: BK FT*	BK PT*	AC FT	AC PT	OFFICE DUPLICATORS: SP FT	SP PT	ST FT	ST PT	OF FT	OF PT	MISCELLANEOUS: TR FT	TR PT	PR FT	PR PT	PT FT	PT PT
1**	0	0	0	2	0	6	0	2	11	11	0	12	2	3	2	0
2	62	15	13	6	1	60	1	14	11	8	38	15	12	8	0	3
3	20	12	1	0	0	12	0	7	5	15	0	0	30	12	5	1
4	11	7	3	8	0	28	0	20	0	4	1	5	2	19	5	3
5	1	3	4	3	0	5	0	5	2	9	0	3	12	16	0	0
6	134	148	65	64	1	104	1	79	19	24	45	61	39	63	15	7
7	2	1	2	0	0	10	0	3	0	0	6	0	5	5	0	0
8	0	0	1	1	0	1	0	0	0	0	0	0	1	0	0	0
9	4	2	0	0	0	1	0	1	0	0	0	1	3	5	0	0
10	7	0	1	4	0	3	0	3	5	5	0	1	5	1	3	0

BK = Bookkeeping Machine; AC = Accounting Machine; SP = Spirit; ST = Stencil;
OF = Offset; TR = Transcribing Machine; PR = Proportional Space Typewriter;
PT = Punched Tape Machine

*FT = Full-time; PT = Part-time

**See Page 66.

BOOKKEEPING MACHINES, ACCOUNTING MACHINES, OFFICE DUPLICATORS AND MISCELLANEOUS OFFICE MACHINES (Con't.)

Type of Business	BOOKKEEPING & ACCOUNTING				OFFICE DUPLICATORS						MISCELLANEOUS					
	BK		AC		SP		ST		OF		TR		PR		PT	
	FT*	PT*	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
11**	2	2	2	0	0	6	0	2	0	0	1	1	3	2	0	0
12	0	0	0	0	0	1	0	7	0	0	0	0	0	0	0	0
13	0	0	9	0	0	12	0	11	1	5	10	4	3	0	3	0
14	4	6	1	3	0	7	0	4	0	0	2	0	1	2	2	0
15	6	3	0	1	0	1	0	2	0	0	0	0	2	4	0	0
16	0	3	21	16	1	45	1	72	14	8	101	118	44	22	7	2
17	3	2	0	0	0	4	0	0	0	0	0	3	6	0	0	0
18	15	7	19	11	1	54	1	20	3	4	10	22	29	15	3	3
19	6	4	4	2	0	6	0	4	7	3	4	9	10	8	0	1
20	25	8	25	6	1	34	0	19	7	3	0	0	21	14	13	12
21	9	10	26	24	1	404	3	105	37	154	190	216	180	60	43	14
22	0	2	2	1	1	23	0	8	5	8	0	4	0	0	0	0
23	2	0	0	0	0	5	0	6	0	0	1	5	7	0	0	1
24	3	1	1	3	0	0	0	0	2	7	0	0	2	0	0	0
25	36	26	49	38	1	239	2	65	47	86	99	199	71	226	24	30
26	8	1	0	0	0	4	0	3	0	5	0	0	2	1	0	0
27	12	10	11	9	1	41	0	26	1	6	12	6	33	34	0	5
28	0	0	1	6	0	1	0	1	0	6	0	6	0	0	0	0
29	9	4	2	1	0	11	0	1	0	0	0	2	2	11	0	0
30	24	9	4	6	1	22	1	48	5	8	6	7	11	10	12	10
31	10	1	3	0	0	14	0	11	0	0	0	2	8	0	0	1
32	14	0	5	0	1	27	0	9	1	0	15	0	13	5	0	1
33	5	4	16	16	1	146	1	51	31	29	73	83	12	13	13	13
34	3	1	16	2	1	124	1	37	37	11	976	811	41	16	7	1
35	2	1	0	0	0	1	0	2	7	3	2	0	3	7	0	0
36	1	1	1	0	0	5	0	12	1	0	2	2	5	11	0	0
37	5	6	3	3	0	19	0	7	3	9	12	0	7	13	4	4
38	19	12	43	30	1	222	2	130	34	29	341	83	184	45	25	21
39	3	3	1	0	0	0	0	1	0	0	0	0	1	0	0	0
40	11	2	0	0	0	1	0	4	1	0	0	4	5	5	0	0
41	5	3	9	11	1	41	0	15	2	3	38	19	11	19	2	6
42	7	3	0	0	0	1	0	0	6	4	0	0	2	0	0	0
43	5	2	14	20	0	7	0	14	4	16	0	1	1	8	6	8
44	2	0	6	2	0	10	0	10	4	4	22	1	3	0	5	0
45	33	17	12	6	1	61	1	28	4	19	18	26	35	36	14	14
46	13	6	3	6	0	11	0	3	2	13	1	4	7	3	0	0
47	9	5	13	9	1	161	1	49	12	124	52	122	32	36	12	14
48	12	12	18	24	1	86	1	50	51	48	46	37	75	45	26	14
49	0	0	0	0	0	1	0	2	0	4	1	2	4	0	0	0
50	1	0	1	5	1	12	1	24	1	5	0	9	24	0	0	0
51	1	1	3	1	0	4	0	3	0	0	0	0	1	0	0	0
52	6	2	13	1	1	33	1	34	7	20	84	17	31	8	3	6
53	17	16	3	3	0	19	0	9	1	4	2	4	5	3	0	1

BK = Bookkeeping Machine; AC = Accounting Machine; SP = Spirit; ST = Stencil; OF = Offset; TR = Transcribing Machine; PR = Proportional Space Typewriter; PT = Punched Tape Machine

*FT = Full-time; PT = Part-time

**See page 66.

BOOKKEEPING MACHINES, ACCOUNTING MACHINES, OFFICE DUPLICATORS AND MISCELLANEOUS OFFICE MACHINES (Con't.)

Type of Business	BOOKKEEPING & ACCOUNTING				OFFICE DUPLICATORS						MISCELLANEOUS					
	BK		AC		SP		ST		OF		TR		PR		PT	
	FT*	PT*	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
54**	0	0	1	2	0	1	0	8	2	6	0	0	4	1	3	0
55	10	3	13	17	1	54	0	12	5	0	4	49	42	24	2	6
56	3	6	7	8	1	39	0	12	5	6	13	16	47	27	0	8
57	3	1	4	0	0	8	0	0	2	0	0	1	2	5	0	0
58	15	5	13	12	1	72	0	14	34	8	1	23	73	36	12	15
59	13	12	0	1	0	1	0	7	0	4	0	0	7	12	1	0
TOTALS	633	411	488	395	23	2336	19	1100	439	754	2229	2012	1223	919	272	225

BK = Bookkeeping Machine; AC = Accounting Machine; SP = Spirit; ST = Stencil; OF = Offset; TR = Transcribing Machine; PR = Proportional Space Typewriter; PT = Punched Tape Machine

*FT = Full-time; PT = Part-time

- - - -

UNIT RECORD EQUIPMENT (Con't.)

Type of Business	CP		SO		RE		VE		AM		CA		CO	
	FT*	PT*	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
17**	1	2	3	3	0	3	0	0	1	2	0	0	0	0
18	214	3	0	7	2	27	1	1	9	10	0	0	1	5
19	3	4	0	3	0	3	2	3	0	3	0	3	0	3
20	33	5	0	11	3	0	3	1	5	8	1	4	1	3
21	125	26	4	84	3	63	44	36	13	21	6	34	2	44
22	14	0	0	14	0	14	7	4	4	7	1	5	6	14
23	5	1	0	5	1	5	3	0	1	4	0	1	0	1
24	4	0	0	4	0	3	0	0	0	1	0	0	0	3
25	143	25	4	65	1	49	29	19	9	35	3	14	7	40
26	0	0	0	0	0	0	0	0	0	0	0	0	0	0
27	11	12	1	10	1	7	1	9	2	14	0	11	1	6
28	2	6	1	10	0	5	0	0	2	4	0	5	0	7
29	3	0	0	1	0	0	0	1	1	4	0	0	0	1
30	28	4	1	20	2	11	11	2	6	7	1	5	6	17
31	0	0	0	0	0	0	0	0	0	0	0	0	0	0
32	1	0	0	1	0	0	0	0	0	6	0	0	0	0
33	51	31	5	55	2	43	19	15	8	40	3	7	5	39
34	340	80	5	70	5	62	181	56	36	53	0	0	7	56
35	2	0	0	0	0	0	2	0	0	0	0	0	0	0
36	13	22	2	32	4	12	9	8	1	7	2	11	0	0
37	12	8	1	17	2	16	8	6	5	13	0	0	0	0
38	132	46	5	85	5	64	69	13	16	45	2	25	7	69
39	0	0	0	0	0	0	0	0	0	0	0	0	0	0
40	3	1	1	1	1	0	3	1	0	0	0	0	0	1
41	16	16	2	21	1	12	7	11	3	12	1	9	1	8
42	0	0	0	0	0	0	0	0	0	0	0	0	0	0
43	0	3	0	0	0	0	0	3	0	0	0	0	0	0
44	16	3	0	8	1	4	3	0	1	3	0	2	1	4
45	60	13	1	14	1	9	2	3	5	9	0	2	0	3
46	0	0	0	0	0	0	0	0	0	0	0	0	0	0
47	26	16	2	34	5	16	8	7	6	12	0	7	0	14
48	69	12	2	20	1	12	6	4	5	9	0	1	1	25
49	2	0	0	1	0	1	1	0	0	1	0	1	0	1
50	1	0	0	2	0	2	0	0	0	2	0	0	0	2
51	0	0	0	0	0	0	0	0	0	0	0	0	0	0
52	21	1	0	6	0	3	4	4	1	2	0	2	0	2
53	2	2	0	2	0	0	0	0	0	0	0	0	0	2
54	5	2	0	5	0	3	2	0	0	3	0	0	0	2
55	6	1	0	4	0	4	0	0	2	1	0	4	0	4
56	5	5	1	11	1	10	2	0	0	7	0	6	0	5
57	0	1	0	2	0	1	0	0	0	1	0	0	0	1
58	79	8	1	19	1	15	56	4	5	14	0	4	0	11
59	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	1624	436	47	799	69	577	538	235	196	461	28	215	51	505

CP = Card punch; SO = Sorter; RE = Reproducer; VE = Verifier; AM = Accounting machine; CA = Calculating punch; CO = Collator

*FT = Full-time; PT = Part-time

**See page 66.

COMPUTERS

Type of Business	Small		Medium		Large	
	FT*	PT*	FT	PT	FT	PT
2**	0	0	0	0	4	0
4	0	0	1	3	0	0
6	23	17	47	27	18	13
16	19	17	17	1	14	0
18	15	2	0	0	0	0
21	15	23	15	11	9	4
23	3	1	0	0	0	0
25	20	25	3	5	6	0
27	0	3	8	4	0	0
29	0	4	0	0	0	0
30	2	0	2	0	6	2
31	5	0	0	0	0	0
33	17	4	11	5	0	0
34	52	8	8	7	16	0
37	7	0	0	0	0	0
38	35	2	8	5	26	6
40	0	0	0	0	3	0
41	7	1	0	0	4	2
44	0	3	0	0	0	0
45	2	2	5	4	0	0
46	0	1	0	0	0	0
47	6	0	0	0	0	0
48	11	1	5	2	0	0
52	0	0	8	4	12	0
53	0	0	2	2	0	0
54	11	5	0	0	0	0
55	2	1	0	0	0	0
56	7	0	1	0	0	0
58	15	21	23	30	32	30
TOTALS	274	141	164	110	150	57

*FT = Full-time; PT = Part-time

**See page 66.

TYPES OF BUSINESSES IN SAMPLE

1. Advertising Agents (31)*
2. Auto Dealers, New Car (192)
3. Auto Repair Shops (78)
4. Auto Supplies & Parts--Whsle. & Mfg. (69)
5. Bakers--Whsle. (30)
6. Banks (98)
7. Beauty Shop Equipment & Supplies (21)
8. Bedding--Whsle. & Mfg. (14)
9. Beer & Ale--Whsle. (21)
10. Beverages, non-alcoholic (27)
11. Boilers--Mfg. & Dist. (14)
12. Boxes Folding, Mfg. (10)
13. Brokers, Stock & Bond (35)
14. Building Material--Whsle. & Mfg. (46)
15. Candy & Confectionary (23)
16. Chemicals--Mfg. (77)
17. Cigar, Cigarette & Tobacco--Whsle. (13)
18. Clothing--Mfg. & Whsle (99)
19. Contractors' Equipment--Whsle. & Mfg. (59)
20. Department Stores (89)
21. Electric Equipment--Whsle & Mfg. (124)
22. Electric Light & Power Co. (5)
23. Electronic Equipment & Supplies--Whsle. & Mfg. (32)
24. Express Company (21)
25. Fabricated Metals (218)
26. Fruit & Produce--Whsle. (34)
27. Furniture--new (110)
28. Gas Company--public utility (2)
29. Gasoline--Whsle. (33)
30. Grocers--Whsle--(Food) (109)
31. Heating Equipment & Supplies--Whsle. & Mfg. (45)
32. Hotels (21)
33. Instruments & Clocks (67)
34. Insurance (52)
35. Leather (7)
36. Liquors--Whsle. (26)
37. Lumber-- Whsle. (51)
38. Machinery (240)
39. Meat Packers (4)
40. Meat--Whsle. (28)
41. Miscellaneous Manufacturing (71)
42. Motels (33)
43. Newspapers (21)
44. Ordnance (9)
45. Other Mechanical Workshops (167)
46. Plumbing Supplies--Whsle. (49)
47. Primary Metals (104)
48. Printing & Publishing (79)
49. Products of Petroleum & Coal (3)
50. Radio & Television (14)
51. Roofing Material--Whsle. (12)
52. Rubber & Fabricated Plastics (54)
53. Saving & Loan Association (6)
54. Steel Manufacture (6)
55. Stone, Clay & Glass (56)
56. Textiles (69)
57. Toys--Whsle. & Mfg. (25)
58. Transportation Equipment (55)
59. Laundry & Cleaning (59)

*Total number of responses for a particular type of business.

OFFICE MACHINES AVAILABLE FOR INSTRUCTIONAL USE IN CONNECTICUT PUBLIC HIGH SCHOOLS

Type of Machine	Number of Office Machines Per School								
	0	1-2	3-4	5-6	7-8	9-10	11-12	13-14	15+
Adding Machines									
Full key*	17	70	25	8	2	2			
Ten key	2	55	36	18	7	2	1		3
Calculators									
Rotary	8	56	42	7	6	1	1	1	1
Key driven	28	47	23	12	3	4	1	1	5
Printing	38	68	13	3			1		1
Electronic	113	9	1	1					
Bookkeeping & Accounting Machines									
Bookkeeping	65	54	5						
Accounting	119	5							
Office Duplicators									
Spirit	4	114	6						
Stencil	8	115	1						
Offset	119	5							
Unit Record Equipment									
Card Punch	101	23							
Sorter	106	18							
Reproducer	120	5							
Verifier	122	2							
Accounting Machine	112	12							
Calculating Punch	124								
Collators	124								
Computers									
Small	124								
Medium	124								
Large	124								
Miscellaneous Office Equipment									
Transcribing Machines	7	57	38	13	3	2			4
Proportional Space Typewriters	106	16		1					1
Punched Tape Machines	123	1							

*This appendix should be read as follows: Seventeen high schools had no full key adding machines; seventy high schools had one or two of these machines; twenty-five high schools had three or four of these machines; and so on.